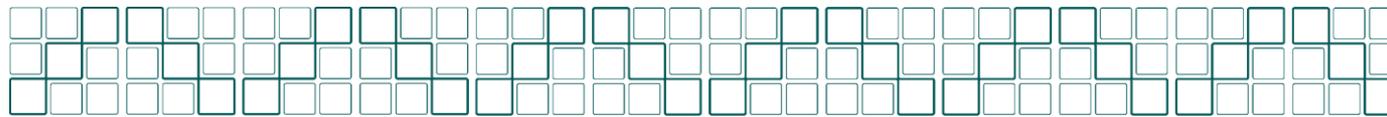

Preparing For Career Satisfaction & Success

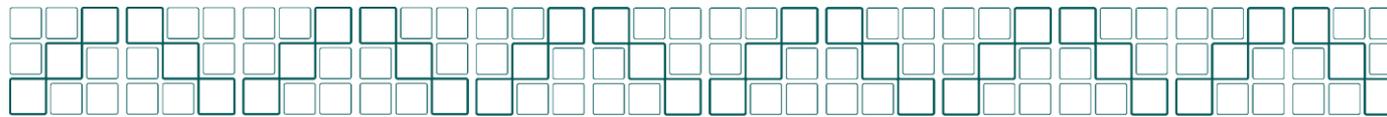
Sharon Milgram, PhD
Director, NIH OITE



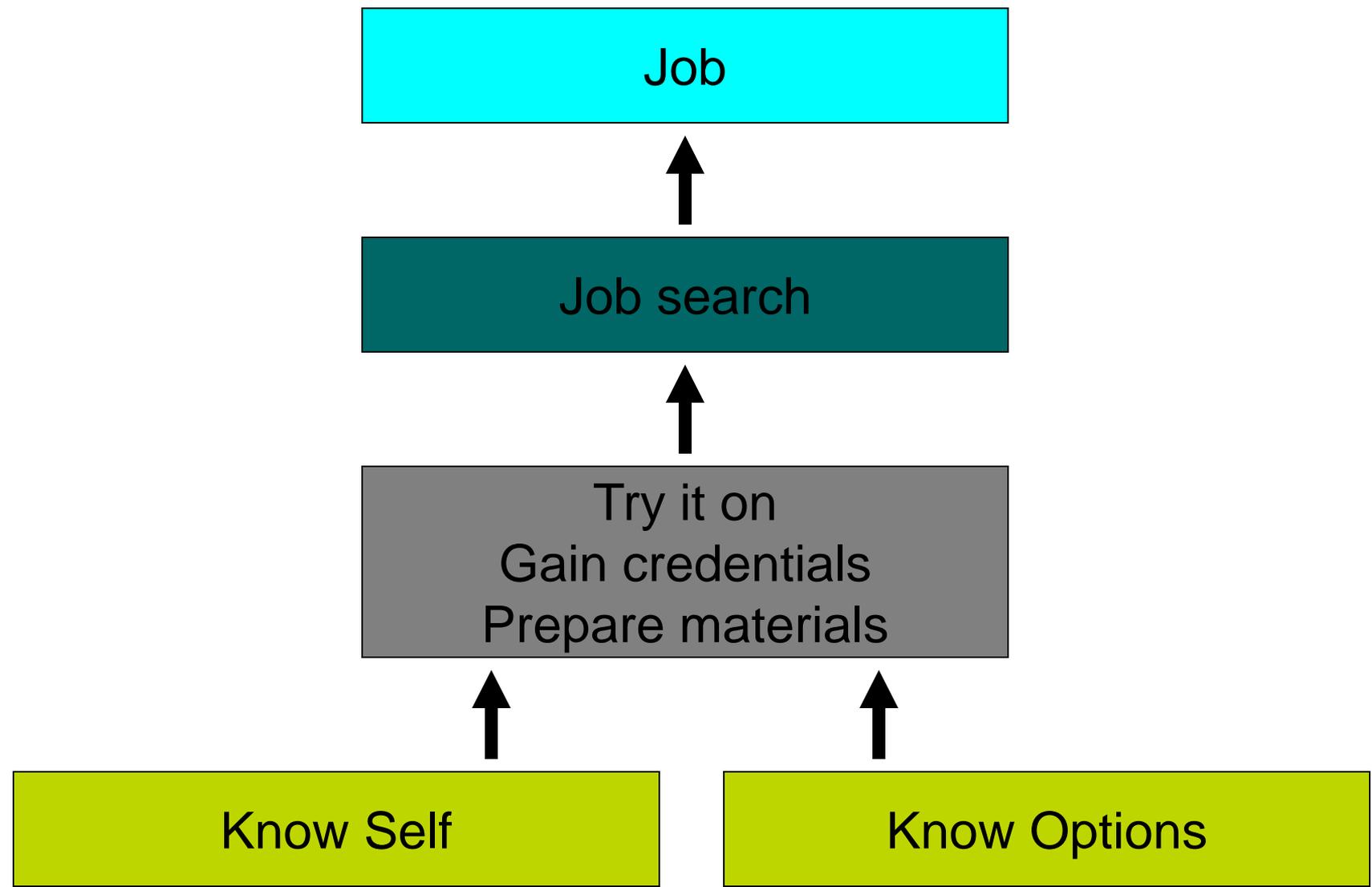


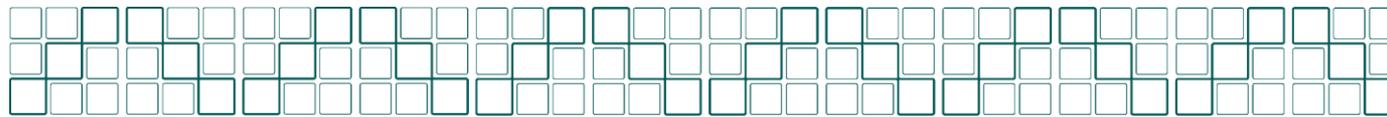
Some Fundamental Truths

- Job searches are about transitions and transitions are often difficult
 - We have to let go
 - We have to deal with a lot of uncertainty
 - We face the discomfort of deeply examining ourselves
 - We face the discomfort of being examined by others
- In addition to managing the job search we have to manage the emotions and doubts that go along with it
- Understanding the process is the first step in conquering the process

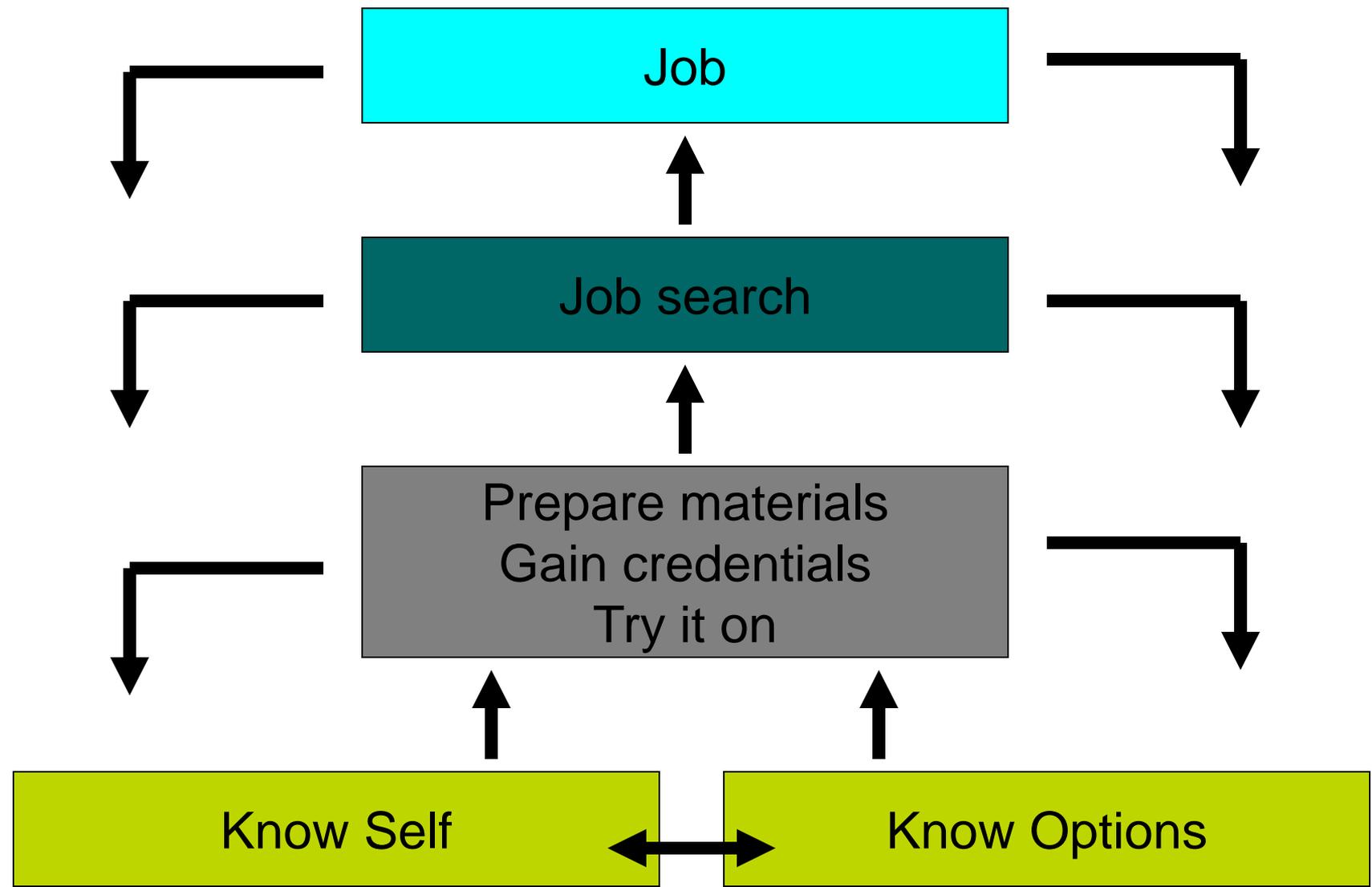


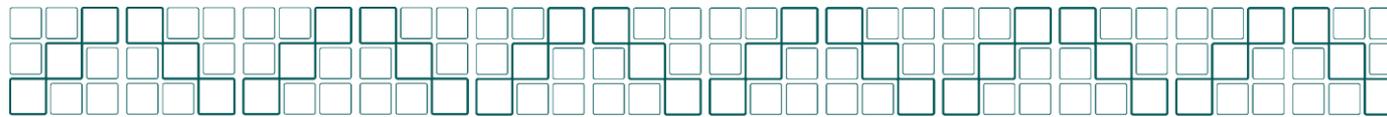
Elements of Career Planning





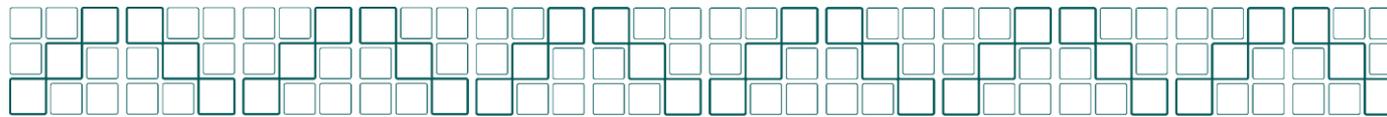
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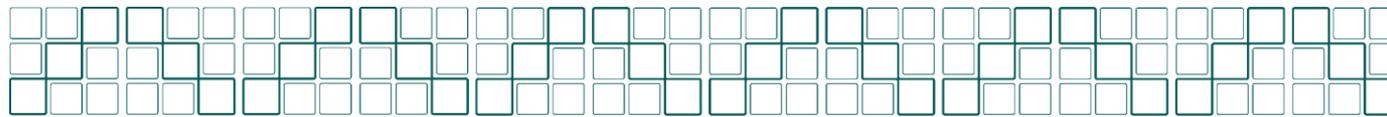
Self Knowledge Means Knowing Your:

- Personality and learning style
- Interests within the field
- Highly developed skills
- Work preferences
- Management [leadership] style and capacity
- Credentials
- Personal and geographic restrictions



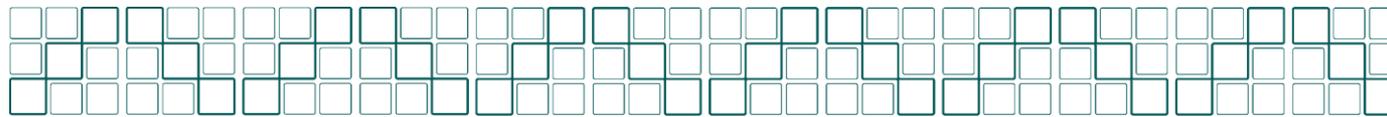
Gaining Self Knowledge

- Read books and Web-based resources
- Attend relevant workshops
- Talk with:
 - Mentors
 - Colleagues and friends
 - Career counselors
- All leading to self-reflection and greater self-awareness



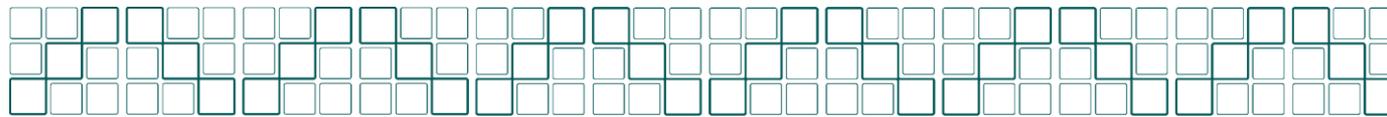
Skills You May Have

- Technical
- Analytical
- Learning
- Communication
- Teaching
- Project management
- Budget management
- Self management
- People management
- Leadership



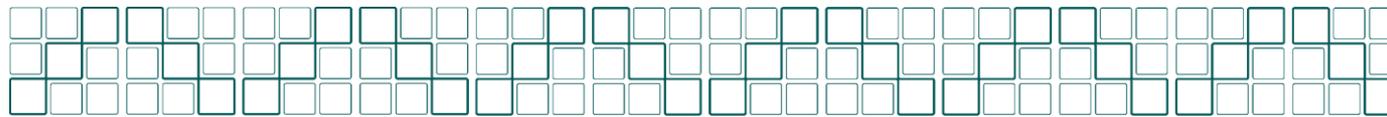
More on Skills

- Can be learned and enhanced
 - But best to identify and exploit natural talents
- Important to define skills as specifically as possible
 - For career exploration and job searching
- For career transitions, it is often important to examine your **transferrable skills**
 - Skills you have acquired during any activity in your life that are applicable to what you want to do in your next job
 - Any activity means at home, in the community or at work



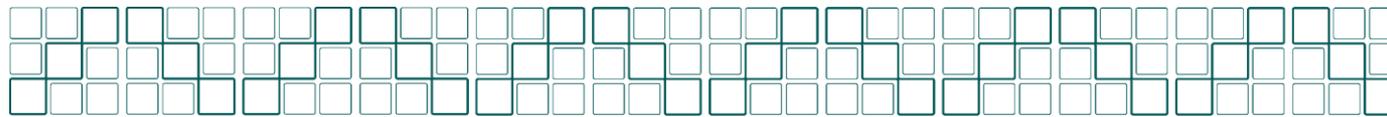
Major Categories of Transferrable Skills

- Communication
- Analytical and problem solving
- Human relations and teamwork
- Organizational management (and leadership)
- Work ethic and approach



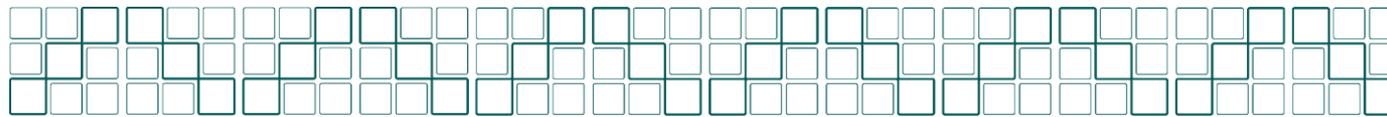
Identifying Highly Developed Skills

- Performance awards and formal recognition in the workplace or community
- Areas where you often receive genuine compliments and positive feedback
- Ask trusted mentors and colleagues for feedback
- Consider times you have felt most energized, confident and capable



Knowing What You Need

- More personal, often ignored, and subject to a variety of cultural, personal, and family influences
- Mismatch between needs and actual job is often a source of job dissatisfaction and stress



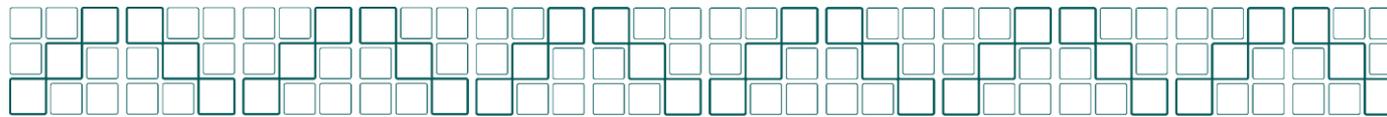
Exercise

- Answer the following question:

I am interested in a job that has/includes.....

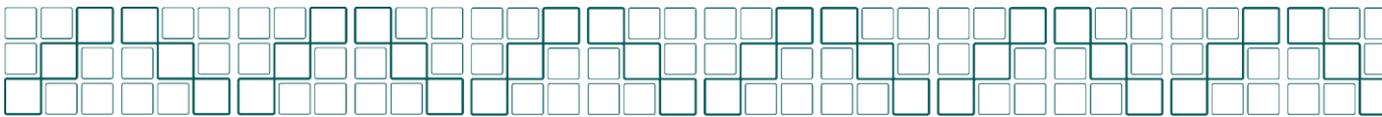
- Look at how many job requirements you have and work to identify which are **MOST IMPORTANT** to you

Identify your **TOP THREE** job requirements

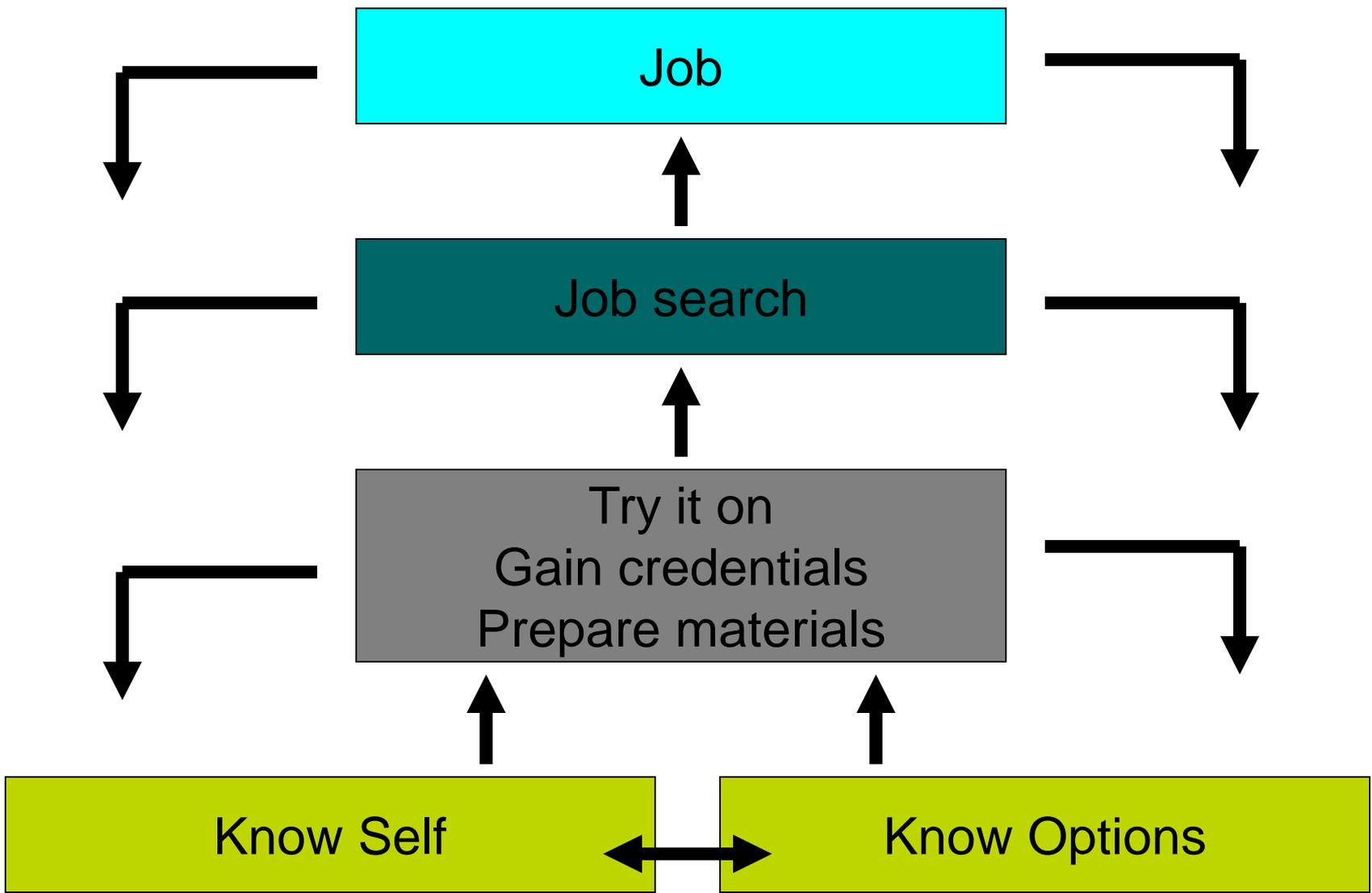


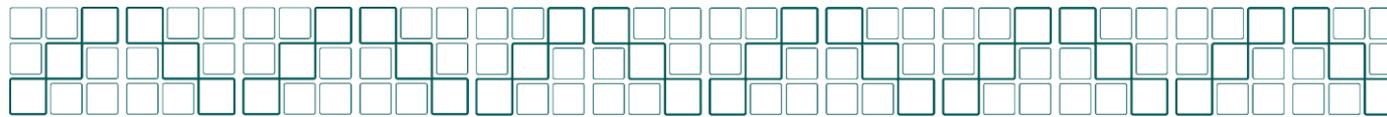
Interests

- What do we think about when we think about work?
 - Problems and broad areas of science
 - Technologies and approaches
 - Communicating outcomes and results
 - People and management
- If we never think about work, what do we think about?
 - A sign that it may be time for a change
 - Time to move away from the bench or time to move away from science completely? Important to consider what to move toward?
- Sometimes, our hobbies and outside interests help inform our science career decisions



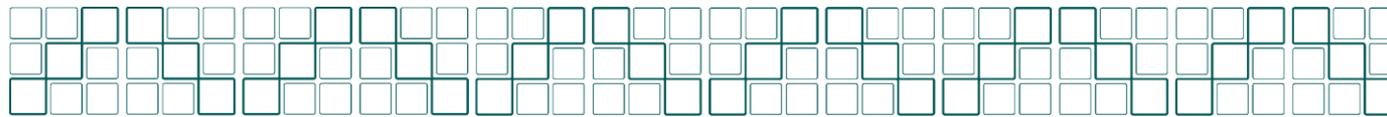
Elements of Career Planning





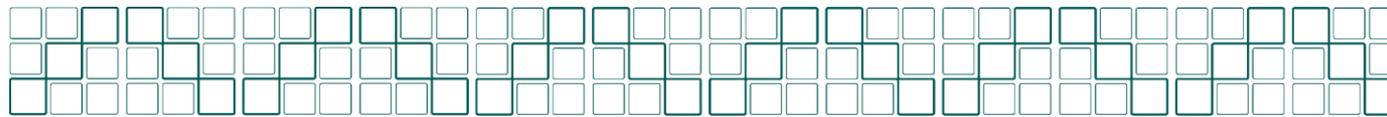
Options Knowledge Means Understanding:

- The responsibilities and duties of an occupation or position
 - Specific job demands and tasks
 - Unspoken “rules of the trade”
- The qualifications and experiences needed to get the job
- Salary, typical benefits, perks, and advancement opportunities
- Down-sides, risks, and typical de-railers



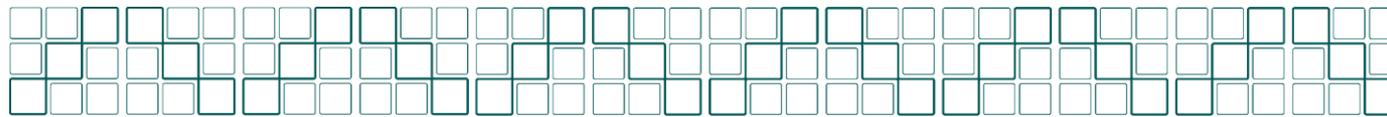
Options

- Have expanded in some areas and contracted in others
- Decision nodes:
 - At or away from the bench
 - Level of responsibility and independence
 - Sector(s) you will target



Gaining Options Knowledge

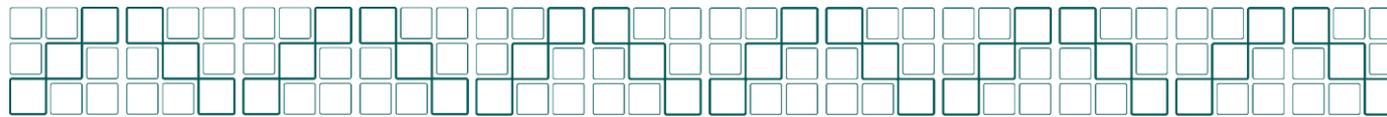
- Read
 - Books – the OITE has a good career library
 - Blogs – including the OITE Careers Blog
 - Web sites – find links at the Career Services web site
- Attend workshops
 - Felcom, IC, and OITE programs
 - Local and national opportunities
- Talk with mentors, colleagues and friends
- **INFORMATIONAL INTERVIEWING**



Keep In Touch

- Connect with me on Linked-In and join the NIH Intramural Science Linked-In group
- Watch previous OITE career workshops
- Read the OITE Careers blog (“Day in the Life Of” series)
- Join the OITE NIH Training Alumni database if you are/were a student or fellow here
- Email me at milgrams@od.nih.gov

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