PhD Resources

There are many reasons students choose to attend graduate school. Some of the most cited reasons are:

- A passion to learn and desire to immerse oneself in the study of a particular academic discipline.
- A craving to increase knowledge or wanting to become an expert in a particular field of study.
- Aspiring to advance in the workplace.
- An interest in teaching and research.

Exploring Your Career Options:

Step One: Know Yourself

Ask yourself:
- What are you good at doing? (skills)
- What do you like to do? (interests)
- What is important to you? (values)

Career Assessments give you language to articulate:
- Skills
- Interests
- Values

Recommended Assessments:
- Imagine PhD
- MyPhD
- Focus2Career
- Strong Interest Indicator
- StrengthsQuest

Step Two: Skills Inventory

What skills do you have:
- What skills did you gain from your graduate studies?
- What are transferable skills outside of your discipline-specific knowledge?

What skills do you need:
- What are the common skills needed in your interest area(s)?
  - » Look at a variety of job descriptions to get a scope of knowledge and transferable skills needed.
  - » Use LinkedIn to do a skills assessment on yourself.
    - – Use alumni and your specific degree as filters to find job titles and skill lists.

Career Planning:

Imagine PhD

A career exploration and planning tool for the humanities and social sciences.
- This resource assesses your career-related skills, interests, and values to explore careers appropriate to your discipline.
- The Job Families component of this site, details out 16 job families that are relevant to the humanities and social sciences for PhD students to explore potential careers.

My IDP

A career planning tool for PhD students and postdocs in STEM.
- Assessments to examine your career skills, interests, and values that link to potential career paths.
- Includes a tool for setting career and professional development goals.

Beyond the Professoriate

Resource to help PhDs leverage their education in meaningful careers.
- Resources include:
  - » Webinars, recorded career panels, and recorded interviews with over 150 PhD professionals with diversified career paths.

Academic Job Search:

The hiring processes for academic appointments vary depending on the field and the needs of the hiring institution. Typically, most tenure-track faculty positions are posted in the fall and after the initial interview(s), campus visits or in-person interviews will likely be in the early spring semester.

During your academic job search it will be important for you to:
- Build relationships in your field through OSU faculty members, professional conferences, and other networking opportunities.
- Build your teaching experience by teaching classes or lab sections, and gain supervisory experience by mentoring undergraduate research assistants, if possible.
- Submit research articles for publication and present posters or papers at conferences.
- Gain experience in developing your own funding by writing grants and pursuing other awards.
- Volunteer on committees, collaborate with faculty in other departments, and engage in other service activities with the university or community.

The position you are applying for will tell you what documents are required for your application, but may include all or some of the following:

• Curriculum Vitae (CV)

• Cover Letter

- Depending on the institution you are applying to, the cover letter might be called a Letter of Intent, Letter of Application, or a Personal Statement. You should always submit a letter that is tailored to the specific position and institution. Your academic cover letter is typically 1-2 pages, but could be more.
- A cover letter for an academic faculty position should include why you are interested in the position and the institution. You will also want to include a brief summary of your scholarly research and your teaching experience (which will be addressed in length in your research statement and teaching philosophy). A cover letter should also address any service to the university you have engaged in such as serving on committees or collaborations with other departments.

• Teaching Philosophy

- If you are applying to a faculty position that will include a teaching appointment, you will typically be asked to submit a teaching philosophy or teaching statement. These are usually 2-3 pages and include:
  - » Teaching philosophy and teaching experience, including size of classes (large lectures, small discussion based seminars) and type of students (undergraduates, master's students, etc.).
  - » Teaching responsibilities, including guest lecturing, holding office hours, and grading papers.
  - » Course content and syllabus creation.
  - » Courses that you are willing and able to teach, including those courses that align with the needs of the position and the institution.

• Research Statement

- If you are applying to a faculty position that will have some research involved, you will typically be asked to submit a research statement. These are usually 2-4 pages and include:
  - » Past research projects
  - » Present or current research projects
  - » Future research or future research interests

Diversity Statement

- More and more institutions are requiring you to submit a diversity statement or writing addressing a certain diversity prompt. Many universities are becoming more intentional about embracing inclusion, equity, justice, and diversity across campus.
- This statement is typically 1 page and includes:
  - » How will you contribute to the institution's inclusion and diversity initiative?
  - » What is your understanding of the barriers faced by under-represented or marginalized groups?
    - – Consider different facets of diversity: race, socio-economic status, national origin, immigration status, sexual orientation, gender identity, disability, etc.
  - » You might include your own examples of experiences of how you foster success in diversity in classrooms, labs, campus, or the community.
    - – Consider including examples in: teaching, research, recruitment and retention, outreach, mentoring, etc.

Letters of Reference

List of Professional References

Academic Interviews:

Practice! It is always a good idea to prepare for any professional interview. Part of your preparation should include several practice interviews. Ask faculty members, committee chairs, advisors, and Career Services to conduct mock interview(s) with you. Also, consider practicing your interview skills using InterviewStream or the interview practice feature on LinkedIn.

An academic interview could include a first-round phone interview, and/or an in-person interview at a conference, and finally an on-campus or campus visit interview. If you have been invited to visit a campus, you have made their "short list"! Departments typically only bring the top 2-3 candidates to campus for an interview.

During the interview phase of your job search, you will have the opportunity to showcase your scholarly research and teaching experience, as well as demonstrate how you will interact with internal and external colleagues in the department as well as the institution's administration.

The campus interview might be an all-day interview or even multiple days and usually includes meeting the institution's administration along with conducting a research presentation and a sample lecture to members of the current student body. Your interview will begin the moment someone picks you up at the airport. It is important to remember that you are being evaluated at all times, even during social events, like meal times and evening activities.

Industry Job Search:

If you know what you are looking for, you are more likely to find it!

Being proactive and looking for job opportunities in various ways will ultimately give you greater results. There are an abundance of opportunities in our society, but that doesn't mean the job search is easy! Truly, it takes:

• Perseverance   • Advanced Preparation   • Resilience

Job Search Tips:

Do This

- **Prepare quality materials:**
  - » Target your CV and resume (and other job materials) for that particular job description.
  - » Use keywords for your industry or field of interest. To start your keyword list:
    - – Research occupations and discover what is needed for that job - a great resource for this is O*NET Online.
    - – Analyze job descriptions and assess particular qualifications an employer is seeking - great resources are Zippia, Hire System, or Indeed.
  - » JobScan.co is a FREE resource. Cut and paste your resume and the job description and aim for an 80% match (up to five free scans).
- **Research to find the best fit:**
  - ○ Position postings and corporate websites.
  - ○ Current events or newsworthy items.
  - ○ Attend career fairs and connection sessions.
  - ○ Talk to faculty, Career Services, and other trusted sources.

Don't Do This

- **Undersell yourself:**
  - » Think about how your academic career, experience, and involvement have shaped your skills.
- **Procrastinate:**
  - » Job searches can take six to nine months and you want to have options.
- **Harass prospective employers:**
  - » Apply for the position, send a thank you note, and respect timelines before following up on a position.
- **Rely on just one job search method**:
  - » Your opportunity could come from a variety of sources.
- **Treat all positions or companies the same:**
  - » Opportunities and companies are unique, therefore, each application should market you for that specific role.
- **Appear desperate:**
  - » Employers can easily identify who wants "a" job and who wants "the" job. Stand out from your competition by considering why this is the right opportunity for you.
- **Give up.** Your opportunity awaits!

Needed Job Search Materials:

As you prepare for a job search, there are certain materials that you will want to prepare to present yourself as a strong applicant:

- Cover Letter
- Resume / Curriculum Vitae (CV)
- Transcript

- Sample of Work (writing sample, portfolio, etc.)
- LinkedIn Profile

Utilize a Diversified Job Search Strategy:

1. Campus Recruiting

Think outside of the box about opportunities that may be available outside of your field of study. For example, an engineering firm will still need accounting, computer science, or MIS folks. Similarly, a business student wishing to work in the hospitality industry could find opportunities at the Business Fair and Hospitality Days.

Job Search Opportunities on Campus:
- OSU Hire System, job posting system on hireosugrads.com
- Campus career and internship fairs (approximately 12 fairs held each academic year)
- On-Campus Interviews (OCI) in Career Services' interview rooms
- Connection Sessions with company representatives

2. Networking

Networking is the process of making intentional, career-related contacts through personal acquaintances and their referrals. The purpose of networking is to gather information, advice, and references that will ultimately lead to interviews and employment offers. *Networking is still the #1 way to find a job.*

Networking Opportunities:
- In-person events such as: professional associations (student chapters), student organizations and clubs, OSU Alumni chapters, industry conferences, meetups or special interest groups, volunteer activities, local Chamber of Commerce events, social or civic organizations
- LinkedIn
- AlumniFire (virtual networking platform)
- Career Shift (virtual networking platform)
- Informational Interviews

3. Online Job Boards

There are many job boards from professional groups/associations and niche websites such as agcareers.com (for agriculture based jobs), teamworkonline.com (for positions in the sports industry), idealist.org (for opportunities in the non-profit sector) and many others.

Many students have heard of resources like Indeed.com, but fail to unlock the potential in niche websites!

PhD Job Boards:

This is not an exhaustive list, however, it might be a good place to start.

OSU Career Services' Hire System
- Full-time positions, internships, and part-time jobs.

General Job Boards:
- Indeed
- LinkedIn Jobs
- Monster
- ZipRecruiter
- Zippia
- Career Builder
- Granted
- Neuvoo
- OKJobMatch
- SimplyHired

Academic & Higher Education:
- HigherEd Jobs
- Chronicle of Higher Education
- Higher Education Recruitment Consortium
- Higher Ed 360
- Academic Keys
- Academic Careers
- Academic Positions
- PhD Project
- PhD Jobs
- K-12jobs.com
- National Postdoctoral Association Career Center
- Professional Association & Journal Websites

Cultural & Historical Organizations:
- American Alliance of Museums
- American Cultural Resources Association
- Global Museum
- National Council on Public History

Veterans:
- Department of Veterans Affairs
- USAJOBS

Government & Nonprofit:
- USAJOBS
- State of Oklahoma
- Idealist
- National Council of Nonprofits
- Nonprofit Career Network
- The Chronicle of Philanthropy
- Council on Foundations
- DevEx - International Development

Diversity Job Boards:
- Diversity Employers
- Diversity Connex
- Equal Opportunity Publications
- INROADS

International Students:
- GoinGlobal
- MyVisaJobs
- H1B Visa Jobs

International Development:
- United Nations Foundation
- United States Agency for International Development

Publishing:
- Association of University Presses
- Publishers Marketplace, Lunch Job Board
- Publishers Weekly
- Book Jobs

Independent Work (Freelance/Consulting):
- Guru Employer
- Solo Gig
- Up Work
- Fiverr

Disabilities Job Board:
- abilityJOBS
- USAJOBS
- Equal Opportunity Publications
- Job Accommodation Network

Athletics:
- Athlete Network
- Team USA
- NCAA
- TeamWork Online

Financial Services:
- The American Finance Association
- American Association of Finance and Accounting
- New York SOciety of SEcurity Analysts
- Association for Financial Professionals

Science Careers:
- Association of Women in Science
- Bio Careers
- New Scientist Jobs
- Science Careers
- Science Jobs
- Nature Careers

This list has been adapted from Columbia University Center for Career Education's PhD education resources.