COACHING, COUNSELLING AND VOCATIONAL GUIDANCE
Group Meeting 12 – Monday 21 June 2021
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Career Guidance Consultant & Trainer

Our Agenda – Monday 7 - 21.06.2021

❑ Readiness to apply for a position

❑ Application and interview skills

❑ Group exercise and answer-readiness practice

Ongoing activities

❑ Online resources, vacancies, websites, Institutions.

❑ Discussion, peer to peer exchange of information, hints, suggestions.
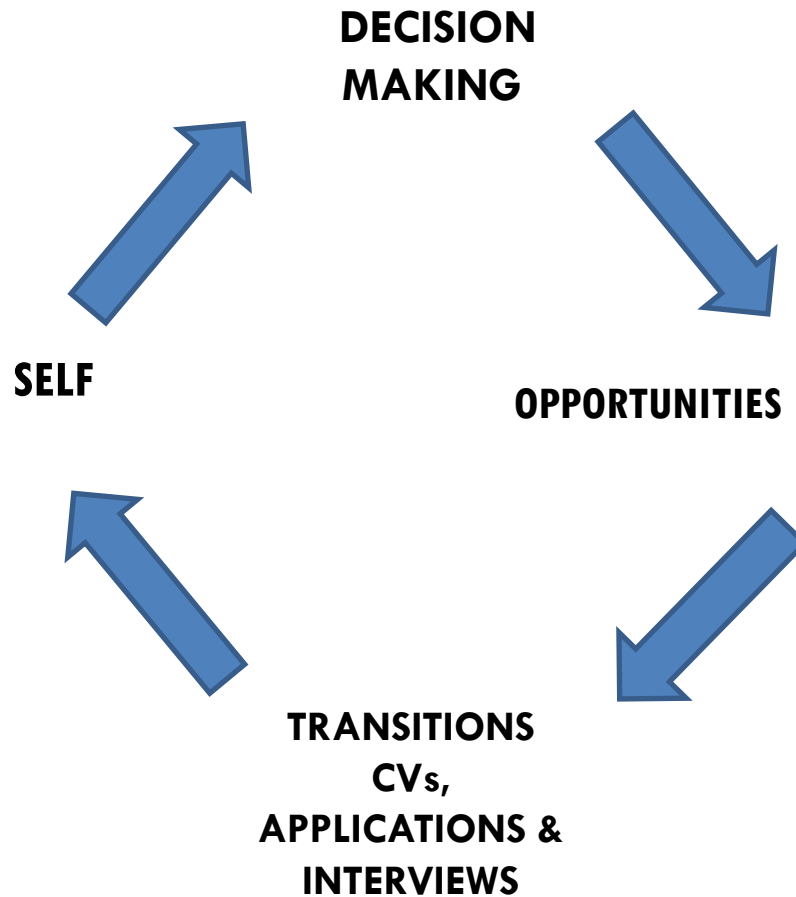
Stages of Career Planning according to Bell - (1989)

- Stage 1 – **Designer Stage**: assessment of career needs, knowledge, skills, interests, work values (outcome: personal and career profile).

- Stage 2 - **Explorer Stage**: exploring options, sectors, etc (outcome: a **prospects list**) on which work further.

- Continuous movement (back and forth) across stages.

Stages of career planning according to Bell – (1989)

- Stage 3 – **Researcher Stage**: ideas drawn from prospects list and active searching, monitoring, info collection + networking.

- Stage 4 – **Promoter Stage**: self promotion, applications, information interviews, selection interviews, evaluating pros and cons.

DOTS Career Planning

DECISION MAKING

OPPORTUNITIES

TRANSITIONS
CVs,
APPLICATIONS &
INTERVIEWS

SELF

(Law and Watts, 1977; Blackford, 2013)

Knowledge, motivation, skills, fit

DECISION MAKING

Careers closely related to Phd Research Institutes , Intl

PHD

Academic research

Careers less related to Phd or Academia

Need for specific knowledge and skills

Need for transferable skills and general knowledge
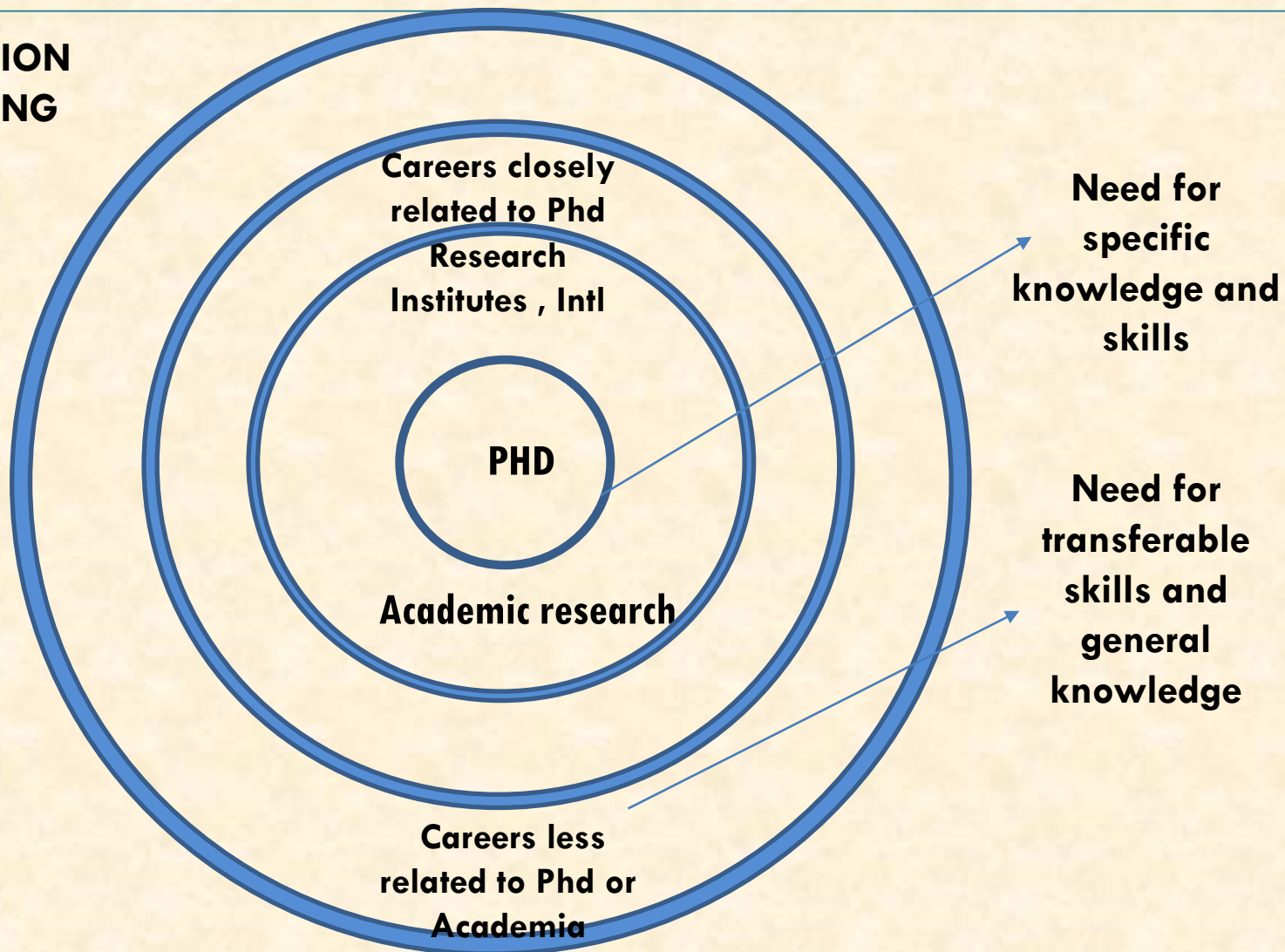
(Blackford, 2013)

The Application process (1)

Open position advertisements vary across organisations

- Detailed requirements list and application form
- Link to recruitment policy (Must read)
- Contact person to obtain more information (it may imply a first informal contact)

Selection and recruitment processes may also vary.

The job offer and application package (recruitment policy) provides useful information about the organisation and the selection process.

Online social media and resources and postdoctoral recruitment web sites

Exploration of how to optimize the processes of finding suitable positions and networking

- **https://www.linkedin.com**

- **https://www.researchgate.net/**

- **https://www.academia.edu/**

- **Twitter**

- **https://academicpositions.com**

- **https://www.timeshighereducation.com/unijobs**

- **https://innovatebio.org/resource/biotech-careers**

Field - sector

Universities

Public bodies
International
organisations

Profit - Non
profit

**Transnational
research groups**

**Independent
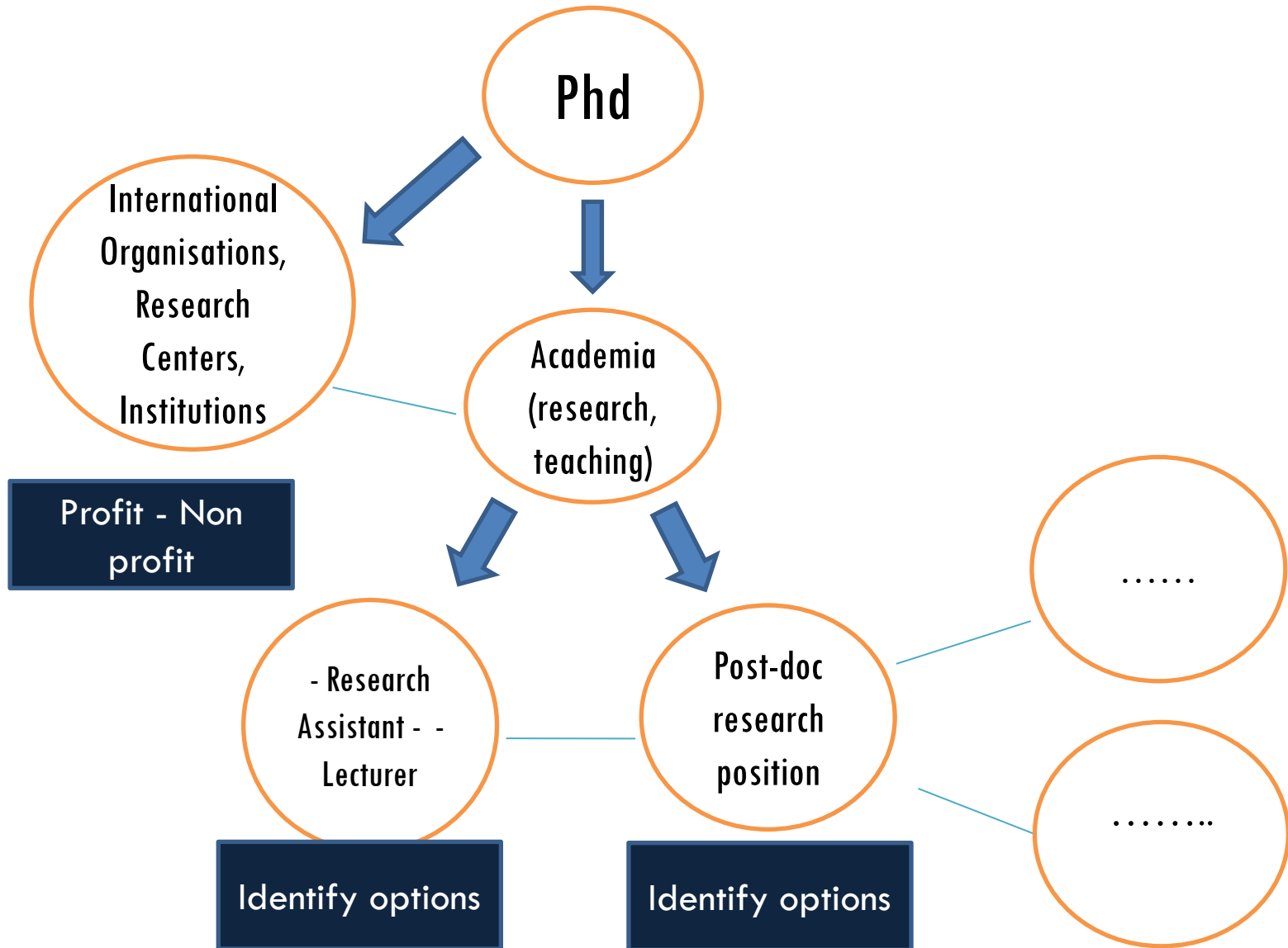funding
applications**

- **Italy**
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Field - Sector

Literature, Drama, Comparative

Phd

International Organisations, Research Centers, Institutions

Academia (research, teaching)

Profit - Non profit

- Research Assistant - - Lecturer

Post-doc research position

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Identify options

Identify options
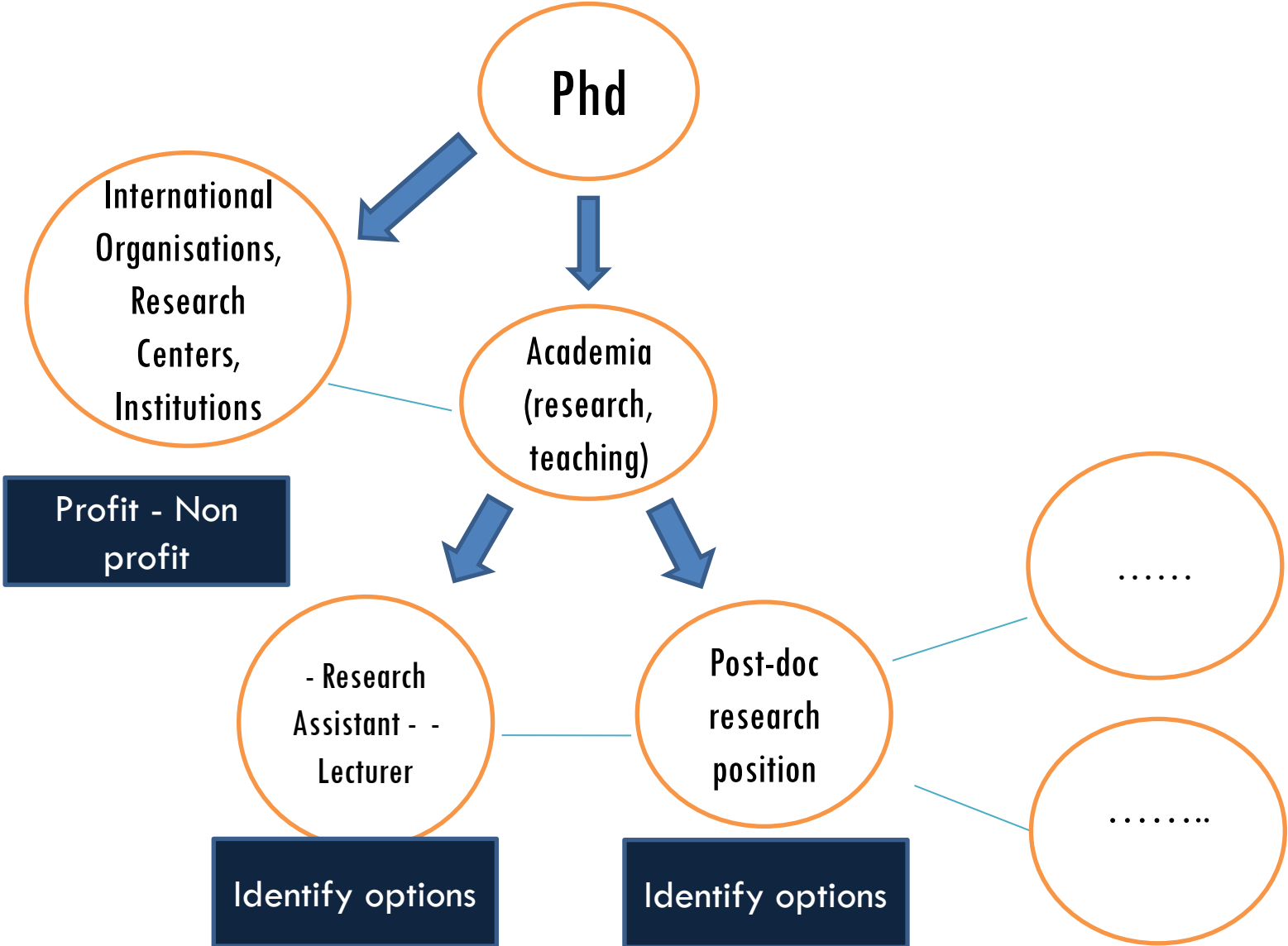
Computer Science – Imaging Genetics

Phd

International Organisations, Research Centers, Industry

ENIGMA NETWORK Potentialities

http://enigma.ini.usc.edu

Academia (research, teaching)

Profit - Non profit

- Research Assistant - - Lecturer

Post-doc research position

Identify options

Identify options
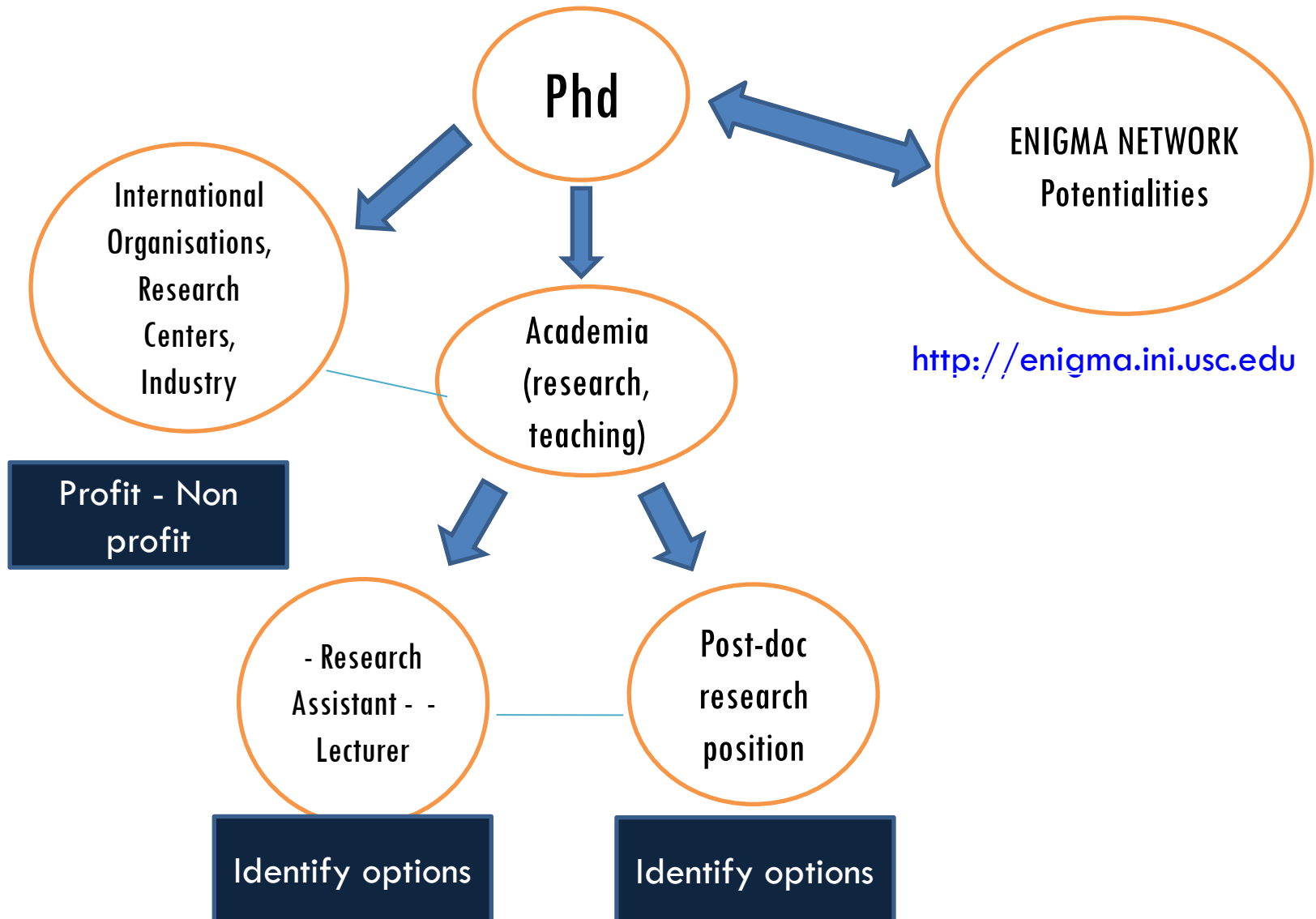
E.g. Epidemiology – Occupational health + previous experience

Universities

Public bodies International organisations

Profit - Non profit

Transnational research groups

Independent funding applications

- Italy

  Ethiopia
- UK
- USA
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DOTS Career Planning

❑ **D**ecision making

- ▪ Weighting up options and deciding which to act upon and how

❑ **O**pportunities

- ▪ Findind out about positions, jobs, networking, creating opportunities

❑ **T**ransition

- ❑ Submitting applications, contacting references (networking) interviews (again decision making)

❑ **S**elf

- ❑ Awareness of skills, interests, talent, aptitudes, values

The Application process (2)

The requirements and application package are a guide to your application and C.V. and set the stage for the interview

- Collect information about the organisation/institution
- Organise the information you will provide so that it offers the interviewers the information you want them to focus upon during the interview.

The Application process (3)

- Practice answering the questions you expect to be most likely asked.
- Open questions need to exercise in selecting and illustrating the information you want to disclose about yourself and your experience.

The Application process (4)

Suitability of the applicant from the recruiter's perspective

- **Can** the applicant perform the duties?
- **Will** the applicant perform the duties?
- Will the applicant **fit in** (the organisation, department, research group, etc.)

Implications for the interview

The Application process (5)

- Be prepared to provide ready, truthful, credible, effective answers to common and more specific questions.
  - Position related questions (CAN)
  - Experience related questions (CAN)
  - Knowledge and skills related questions (CAN)
  - Motivation, proactivity related questions (WILL)

Possible questions related to:
  - Your approach to work
  - Commitment to excellence
  - Expectations and career goals

Methods of applying

Circumstances

- In response to job postings
- Applying for a fellowship or funding
- Spontaneous inquiry/application
- Attending career fairs

Methods

- Resumé (USA and Canada)
- EU, USA, CA: CV it may be longer (e.g. academic detailed cv)
- UK: CV (2 pages, plus list of publications)

Analysis the application form

In addition to personal information, education and training, employment and research history, interests/affiliation/memberships

A large blank page asking the applicant to explain motivation and intentions concerning the position. Experts suggest to structure this page connecting the information you convey with the specific requirements of the position (provide evidence).

Bridging applications and interviews

- Job specifications help you prepare evidence for the skills, attributes, experience required.

JOB REQUIREMENTS

EVIDENCE

Prepare concise illustration
for each item

- Ability to…
- Evidence of…
- Experience in…

Different ways of interviewing

- Informal enquiry: although less formal, it is an integral part of the recruitment process.
- Telephone interview
- One-to-one interview (for postdoc positions)
- Online interview (individual and/or panel)
- Panel interview (two or more interviewers)

Who is the interviewer?

Interviews

- Once you are invited for an interview, it means that you have been considered eligible for the position.

- **References**: identify good potential referees (networking and relationship nurturing). Even if you have a general consent to indicate them as referees, it is a good practice to inform them prior to the interview (providing them with relevant information) and 'role induction'.

Interviews

- Prepare answers to common broad open questions.

Examples of questions:

- Tell us something about you/about your research plans.
- Why are you interested in this position? Or, why are you interested in our department/company/organisation?
- Be ready to ask a question if invited: e.g. Any questions for us?

The Application process

Make a list of:

- 3 to 5 achievements
- 3 to 5 skills
- 3 to 5 things you are good at
- 3 to 5 challenging situations you have succesfully coped/or problems solved.

# Interviews: dress and posture

- Dress code: proper for the specific situation

- Create the right background frame (especially for online interviews). It conveys messages about the importance we give to the specific event.

- About virtual backgrounds: pros and cons.

Deliberate Practice

ENGAGE IN DELIBERATE PRACTICE
with
REGULARITY

Deliberate Practice

**EVIDENCE OF PREDICTIVITY
IN
COHERENCE WITH LITERATURE ON EXPERTISE AND
EXPERT PERFORMANCE**
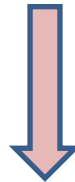
**THE QUANTITY OF TIME DEDICATED TO DELIBERATE
PRACTICE IN ENHANCING SKILLS**

Sonnertag S., Kleine, BM.M. (2006).

Deliberate Practice

- IN FINDING CAREER OPPORTUNITIES
- IN FACING INTERVIEWS (ON LINE AND ON SITE)
- IN DAY TO DAY RESEARCH ACTIVITY/WORK
- ACROSS ALL LIFE DOMAINS
- IN OVERCOMING SELF-DEFEATING ATTITUDES

Sonnertag S., Kleine BM.M. (2006).

Deliberate Practice

amount of current time spent
on deliberate practice

+

Number of actions initiated
time dedicated to practice

=

a strong predictor of performance

(Sonnentag, 1995, 1998; cf. Ericsson & Lehmann, 1996).

Remember: Communication implies a circular mutual influence

Each person is affected by the experiences and the communication style of their interlocutors.
(even when these are not verbalized)

This is a major challenge!
At the same time, we bring in the interactive process and relationship our personal attitudes, emotional and affective states.
How can you help the interviewer be helpful and attuned?
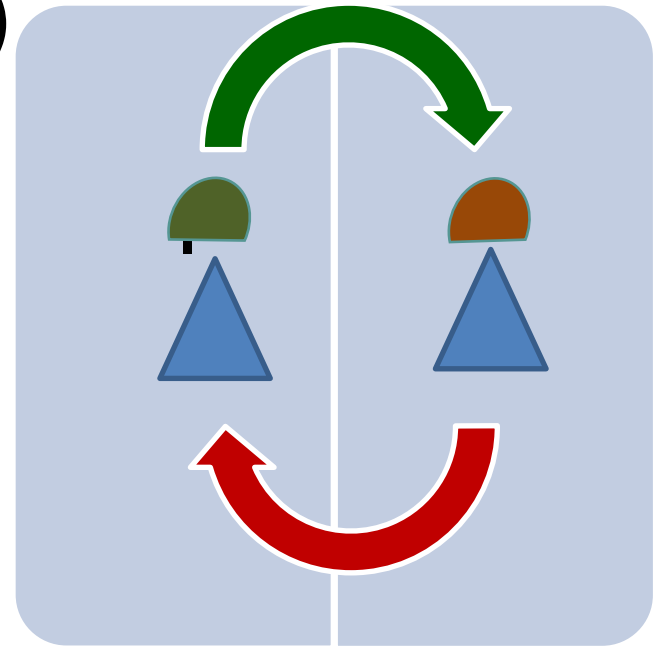
The capacity of self-regulation
Emotional intelligence

- Modulating the *emotional*, behavioral, and/or physiological response.

- Being present centered models present centeredness.

- Training on social/life skills with simple exercises.

Professional resources – assets

- Discipline-specific conceptual knowledge

- Research skills (including ethics and social responsibility)

- Technical (specific) skills (subject, field, methodology)

- Transversal skills – soft skills

- Language(s)

- Location (University – Institution, etc.)

- All skills and assets are transferable

Good practices in communication

- ❏ Ask open questions
- ❏ Ask specific questions
- ❏ Show understanding of other people's feelings
- ❏ Ask for a clearer explanation
- ❏ Listen attentively
- ❏ Admit it openly if you are mistaken
- ❏ Leave open the chance of other courses of action
- ❏ Check the facts

Key post-doc skills

- Discipline-specific conceptual knowledge
- Development of research skills
- Communication, interpersonal, presentation skills
- Professionalism, Ethics
- Leadership and management skills
- Responsible conduct of research

Adapted from: National Postdoctoral Association, The NPA's Core Postdoctoral Competencies

A NLP Creativity strategy
(by R. Dilts)

When you want to test out how an idea, dream or goal might be realised, identify three vital roles

❑ Dreamer
❑ Realist
❑ Critic

All three roles are present inside yourself (and others). Involved in the process of translating creative ideas into reality in order to explore them separately for maximum clarity and effect.

(Mc Dermott, Jago)

Links of interest

https://career-advice.jobs.ac.uk/jobseeking-and-interview-tips/how-to-prepare-for-skype-and-video-interviews/

Gerda Henkel Research Scholarships

https://www.gerda-henkel-stiftung.de/en/researchscholarships

Università Ca' Foscari. Periodically posts vacancies for English speaking teaching positions on Linkedin. Posted on Linkedin. Vacancies also through the Website:

https://www.unive.it/data/38002/?id=2021-UNVE000-0007851

Online resources and postdoctoral recruitment web sites

WHO Post-doctoral positions

https://www.iarc.who.int/cards_page/postdoctoral-opportunities/

Online resources and postdoctoral recruitment web sites

Maastricht European Centre on Privacy and Cybersecurity

https://www.maastrichtuniversity.nl/research/maastricht-european-centre-privacy-and-cybersecurity

Analysis of Position Vacancies

https://www.law.ox.ac.uk/content/postdoctoral-research-fellowship-data-protection-work

Centers and Institutes:

Bonavero Institute of Human Rights

https://www.law.ox.ac.uk/centres-institutes/bonavero-institute-human-rights

Unpacking Vacancies

- UNC Law
- https://law.unc.edu/

- (International Labour Organisation)
- https://www.ilo.org/global/about-the-ilo/employment-opportunities/lang--en/index.htm

- (Max Planck Institute for Software Systems, Saarbrücken) Institute for Comparative Public Law
- **https://www.mpil.de/en/pub/research.cfm**

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Parkinson M. (1995), *Interviews made easy. How to get the psychological advantage*, Kogan Page, London.