Academic vs Non-Academic Job Search

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The Career Center at Florida State University
Ac vs. Non-ac…
What Is The Same?

Process
Methods
Execution Components
Barriers
The Job Search Process

1. Knowing it is Time to Begin the Search
2. Reflecting and Evaluating the Process
3. Applying and Interviewing
4. Developing Job Targets
5. Prioritizing Options
6. Organizing Your Search
Job Target(s)

Industry

Geographic Location

Organization

Occupation Title

JOB TARGET
Researching Organizations

- FSU Career Center
  - Directories
  - Databases
  - Employer literature
  - ProfessioNole
- Organization websites
- Company information sites (i.e. Hoovers.com)
- LinkedIn
- Annual reports
- Local news outlets
## Job Search Methods

<table>
<thead>
<tr>
<th>Job Search Tools</th>
<th>Find Job Opportunity Listings</th>
<th>Identify/Connect with Employers</th>
<th>Find/Use Networking Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSU SeminoleLink</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Professional Association Websites</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Organization Websites</td>
<td>✓</td>
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<tr>
<td>Social Networking Websites</td>
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<td>✓</td>
</tr>
<tr>
<td>Online Search Engines</td>
<td>✓</td>
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<tr>
<td>FSU ProfessioNole</td>
<td></td>
<td>✓</td>
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<td>Personal Networks</td>
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<td>✓</td>
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<tr>
<td>Information Interviewing</td>
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<td>✓</td>
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<tr>
<td>Attending Career-Related Events</td>
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<td>✓</td>
<td>✓</td>
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</tbody>
</table>
Information Interviews

- Information Only
- Do Your Research
- Prepare Questions
- Be Courteous
- Secure Another Contact
- Send Thank You Letter
Types of Job Lead Resources

Online
- SeminoleLink
- ProfessioNole (networking)
- Meta-search Engines: Indeed; SimplyHired
- Industry Search Engines
- Organization Websites
- Professional Association Websites
- Better Business Bureau
- Social Media (LinkedIn, Twitter, FB)

In Person/In Print
- 5 Fs – Friends, Family, Faculty, Fellow Peers/Alumni, Foundations/Organizations
- Direct Inquiry
- Newspapers
- Libraries
- Employment Agencies (see guide)
- State Employment Office/Dept. of Labor (Florida Dept. of Economic Opportunity - DEO)
- Directories
## Execution Components are the Same...

<table>
<thead>
<tr>
<th>Component</th>
<th>Industry</th>
<th>Academia</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>Resume, Cover Letter, sometimes a CV, Portfolio</td>
<td>CV, Research Statement, Teaching Philosophy, Transcripts, Portfolio</td>
<td>Any combination of materials, interview scenarios, search experiences, and negotiations may take place</td>
</tr>
<tr>
<td>Interviews</td>
<td>Group, panel, individual, meal</td>
<td>Group, Panel, individual, conference, job talk, chalk talk</td>
<td></td>
</tr>
<tr>
<td>Job Search Length</td>
<td>Ranges in time, but generally faster than academic search</td>
<td>Often 1 to 2 Years for TT Faculty positions</td>
<td></td>
</tr>
<tr>
<td>Offer Negotiations</td>
<td>Center around salary, benefits, perks</td>
<td>May also include lab space, TAs/ RAs, technology, funding/budget</td>
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</table>

...how they *manifest* may be different
General Non-Ac Applications and Interviews

Application Materials

- Resume
- Cover Letter
- References
- Portfolio/Work Samples/Demonstrations

Interview Formats

- Screening Interview (Phone or Skype)
- In-person Interview (individual, group, panel, meal)
Unique Aspects of the Academic Job Application/Interview Process

Application Materials
- Research Statement
- Teaching Philosophy
- Curriculum Vitae
- Teaching Portfolio
- Recommendations
- Credentials Filing Services (e.g. Interfolio and Vitae)

Special Interview Formats
- Job Talks
- Conference Interviews
- Chalk Talk
### Sample Non-Ac Employer Hiring Timeline

<table>
<thead>
<tr>
<th>Steps Involved in Hiring</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Position posted</td>
<td>2-4 weeks (or more)</td>
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<tr>
<td>1st round interviews</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>2nd round interviews</td>
<td>2-4 weeks (or more)</td>
</tr>
<tr>
<td>HIRED!</td>
<td></td>
</tr>
<tr>
<td>Start position</td>
<td>2-4 weeks (or more)</td>
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</table>

**Total Time = 8-16 weeks!**

For sample academic timeline, see “Searching for a Job in Academia” guide at [career.fsu.edu/students/graduate-students](career.fsu.edu/students/graduate-students)
Negotiations

Process is the Same:

- Items negotiated may be different...
  - Salary
  - Benefits/Perks
  - Lab space/Equipment (Ac)
  - RA/TA support (Ac)
  - Teaching load (Ac)
Potential Barriers to Job Search Success

- Social Anxiety
- Lack of Confidence
- Fear of Rejection
- Lack of Necessary Skills (perceived or real)
- Procrastination
- Not Knowing Where to Start
Ten Job Hunting Mistakes

1. Poorly written materials
2. Failure to network
3. Limiting job lead sources
4. General vs tailored approach
5. Inadequate interview preparation
6. Poor interviewing skills
7. Very restricted job search
8. Too little time devoted/allotted
9. Negative Attitude
10. Lack of Attention to Presentation (brand, dress, appearance – in person and online)
Establish a Record-Keeping System

- Employers Contacted
- Letters Sent
- Responses Received
- Second Interviews
- Follow-Up Needed
Important Themes in Job Search

- Research
- Rejection
- Persistence

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