



# Academic vs Non-Academic Job Search



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# Ac vs. Non-ac... What Is The Same?

Process

Methods

Execution Components

Barriers

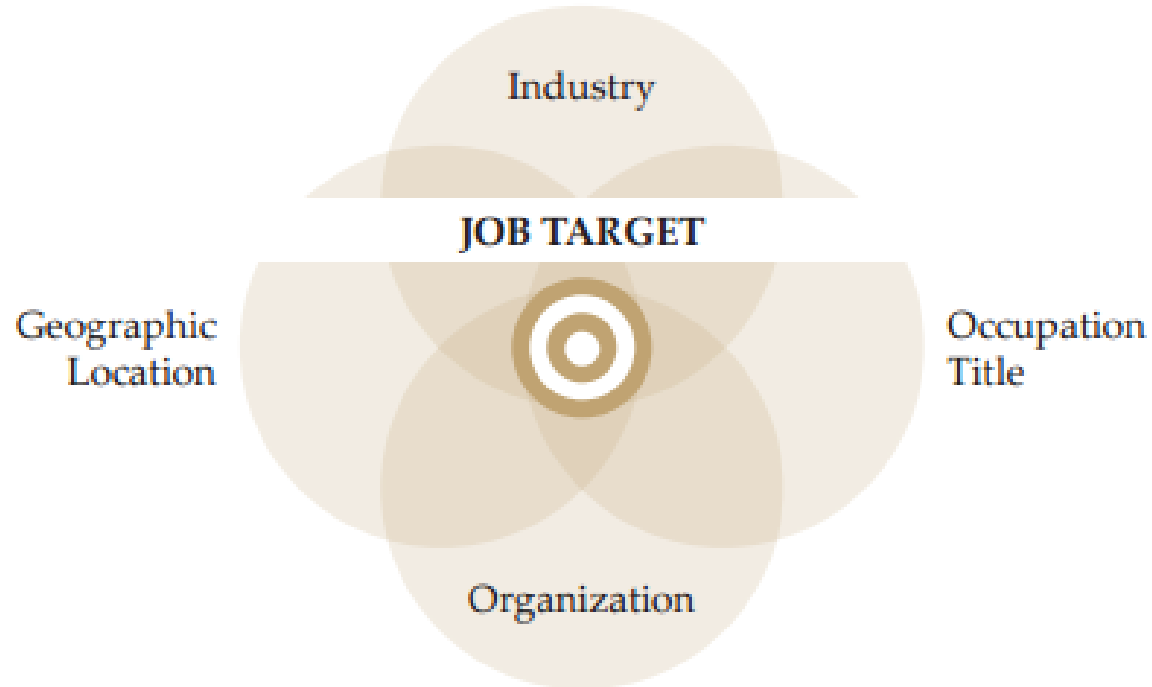


# The Job Search Process





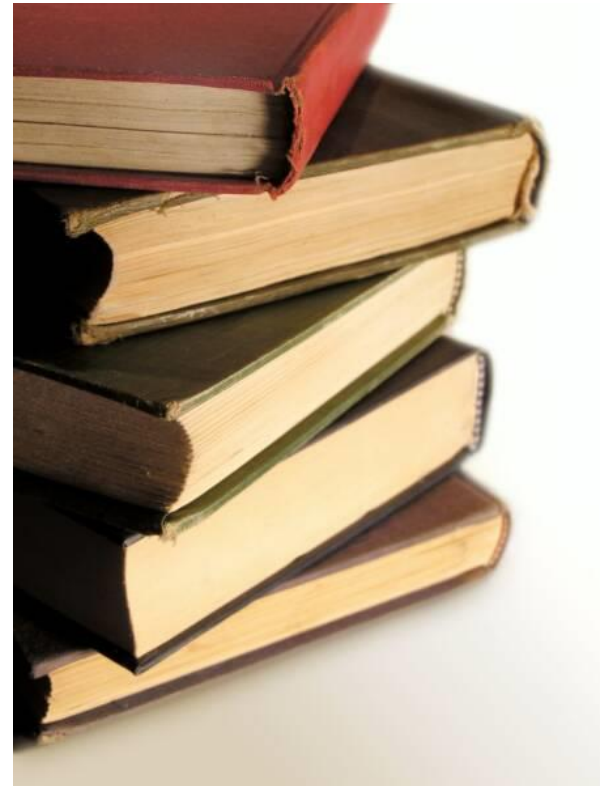
# Job Target(s)





# 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

Job Search Tools	Find Job Opportunity Listings	Identify/Connect with Employers	Find/Use Networking Contacts
FSU SeminoleLink	✓	✓	✓
Professional Association Websites	✓	✓	✓
Organization Websites	✓	✓	✓
Social Networking Websites	✓	✓	✓
Online Search Engines	✓		
FSU Professionole		✓	✓
Personal Networks		✓	✓
Information Interviewing		✓	✓
Attending Career-Related Events		✓	✓



# 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
- Chamber of Commerce
- 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...

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

...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



# Job Search Length

## Sample Non-Ac Employer Hiring Timeline

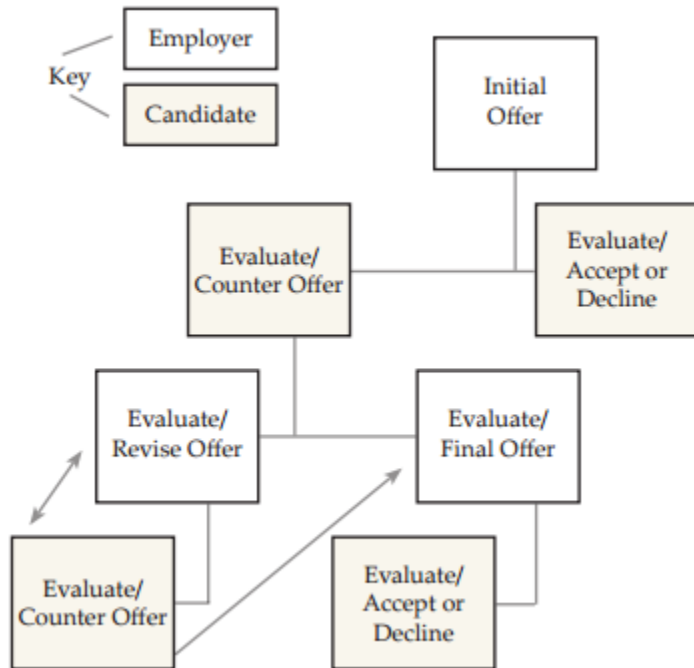
Steps Involved in Hiring	Timeline
Position posted	2-4 weeks (or more)
1st round interviews	2-4 weeks (or more)
2nd round interviews	2-4 weeks (or more)
HIRED!	
Start position	2-4 weeks (or more)
<b>Total Time = 8-16 weeks!</b>	

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

Don't let a couple of NO's keep you  
from your YES!

NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	NO	YES!