

A Companion Workbook

# IMPLEMENT A PROVEN JOB SEARCH

Launch your next great career

**BEYOND**  
THE PROFESSORiate

Implement a Proven Job Search  
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# Welcome!

Thanks for joining us in Implement a Proven Job Search.

This course is designed for those of you at the Implementation Stage of your PhD Career Transition. Beyond the Professoriate's research shows that PhDs move through 4 stages as they explore career options and pursue careers outside of academia.

Throughout the Research and Discovery stages, you gathered information about possible career pathways that aligned with your values and interests. Now, it's time to choose one career field to focus on in your job search.

Why do you need to choose? Professional careers are highly specialized; they have their own theories and practices, methods, and discourses. You'll need to read yourself into a new career field and that will take time.

Most jobs are filled through networks and referrals. You will need to build a community of practitioners that can help you navigate the job search. Your community of experts can help guide you in finding certifications, gaining contract or freelance work, or be a referral for jobs and opportunities. They will share insider information with you so that you can ace an interview and negotiate a job offer with confidence.

Building this new community will take time.

This will be a lot of work for one career; it would be next-to-impossible to learn multiple career fields and build multiple networks. So, focus on what you'd like to try next in your career and become laser focused on landing a job in that career field of interest.

Many PhDs worry that they'll make the wrong choice at the Implementation Stage - that they will close a door to opportunities, or that they won't like their first nonacademic job. The truth is, that sometimes happens! There is only so much you can learn through research and informational interviews. Essentially, your decision at this stage is a hypothesis that you're making based on information and evidence. Your first job will be the test of that hypothesis, and an opportunity to gather more data and information. You can reflect on what you're learning and adjust as needed.

Professionals change jobs every 3 to 5 years, and PhDs often move jobs and careers every 1 to 3 years after they first leave academia. Experiential learning will be critical in helping you further evaluate career opportunities.

This course builds on the foundational knowledge you gained in Know Your Options and Evaluate Your Opportunities. You will learn how to modify your resume, prepare for interviews, negotiate a job offer, and maintain momentum in your job search.

Happy Learning!



L. Maren Wood | Founder of The Center for Graduate Career Success

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## Lesson 1

# Introduction to the Implementation Stage

### Learning objectives

At the end of this lesson, you will be able to:

1. Describe the goals of the Implementation Stage.
2. Outline the tasks and time commitment required to complete this stage.
3. Apply strategies to progress through this stage with success.

## Questions to Consider

After watching Lesson 1 at this link: <https://institutions.beyondprof.com/module-3/introduction-to-the-implementation-stage/>, answer the questions below and complete the exercises on the next pages.

What are the goals of the Implementation Stage?

Why does it take 6-9 months to find a job once you've decided on a career field of interest?

What steps in the PhD career transition process will you be tackling at this stage?

## Exercises

### Building Skills and Gaining Experience

Now that you have made it to the Implementation Stage, you have decided on a career field of interest to pursue. Based on your research of this career field, have you identified any skills you need to build, or experience you need to gain to enter this career field? List any below.

How will you go about building those skills and gaining that experience? Will you watch webinars, attend courses, read books, volunteer, or find contract work? Make notes of what you plan to do below.

## **Weekly Goals**

The Implementation Stage should take you approximately 6-9 months to complete. The first few months will involve reading yourself into this new career field, networking, and revising your LinkedIn profile and resume to align with this specific career field. Set SMART goals for the next 8 weeks to tackle these important tasks. At the end of the 8 weeks, review your goals, and revise or set new ones as you work through the course material.

### **Goals for Week #1:**

**Goals:**

**Tasks:**

### **Goals for Week #2:**

**Goals:**

**Tasks:**



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