

A Companion Workbook

KNOW YOUR OPTIONS

Discover Your Optimal Career Pathway™

BEYOND
THE PROFESSORiate

Know Your Options: Discover Your Optimal
Career Pathway™

Published by The Center for Graduate Career Success
PO Box 6811 Denver, CO, 80206

www.beyondprof.com

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Welcome!

Thanks for joining us in *Know Your Options*.

Know Your Options is designed for those of you at the Discovery 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. In the Discovery Stage, your goal is to identify your Optimal Career Pathway™.

Typically, when we think of a career, we imagine doing one thing for the rest of our lives. But that's not how most careers work in today's creative economy. Most professionals will change jobs or careers every 3 to 5 years. In fact, early on in their career transition, PhDs will move every 1 to 3 years.

Professionals leverage their **knowledge, skills, and abilities** in a range of positions in a variety of organizations. You most likely won't do one thing for the rest of your career.

Your career will be the sum of all the opportunities you say yes to.

Your Optimal Career Pathway™ will serve as a guide, or foundation, for building your career. It will be a metric you will use to evaluate career opportunities.

An Optimal Career Pathway™ is designed by considering: what you do (your skills), what motivates you (your values), and how your skills and values align with what the world will pay you money to do (your most marketable skills).

As a highly educated person with a broad set of skills, there will be many opportunities for you in the professional workspace. As you research and evaluate those opportunities, you will return to your Optimal Career Pathway™ to determine if these opportunities align with your values and skills.

In this **five-lesson course**, we'll help you recognize your Optimal Career Pathway™ and develop a plan for your professional job search.

In this course, you'll learn how to:

- Recognize the three factors that will help you determine your Optimal Career Pathway™.
- Identify your interests, skills, motivations, and values.
- Write a draft of your PhD career transition story.

Each lesson is accompanied by guiding questions and exercises to help you apply what you've learned. We recommend that you download this form fillable PDF workbook and type out (or write out!) your answers as you work through the course. The workbook is yours to keep and refer back to whenever you should need it.

L. Maren Wood, PhD

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

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Lesson 1

Introduction to the Professional Job Search

Learning objectives

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

1. Describe the different needs of academic and non-academic hiring committees and managers, and how these differences require different job search strategies.
2. Identify the 4 stages of the PhD job search process, and their corresponding goals.
3. Recognize the three factors that will help you determine your Optimal Career Pathway™.

Questions to Consider

Watch Lesson 1 at this link: <https://institutions.beyondprof.com/module-1/introduction-to-the-professional-job-search/>, and then answer the questions below.

What are the goals of the Discovery Stage?

What do non-academic employers value in job candidates? How does this differ from what an academic hiring committee would value in a candidate?

What are the three factors that will help you determine your Optimal Career Pathway™?

Weekly Goals

Know Your Options takes approximately 30 days to complete. Set some weekly goals for yourself over the next 4 weeks to help you stay on track to complete this course. Goals could include setting aside time on a specific day each week to watch the lessons, or completing the exercises in this workbook on certain days, evenings or weekends.

Goals for Week #1:

Goals:

Tasks:

Goals for Week #2:

Goals:

Tasks:

Goals for Week #3:

Goals:

Tasks:

Goals for Week #4:

Goals:

Tasks:

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