

# DOCTORAL EXCEL

## CAREER ACTION PLAN

### 1 SELF-EXPLORATION

#### MEET WITH A CAREER COUNSELOR

- i. Career counselors can be a key resource to help you develop your strategy and plan for your career transition.
- ii. You can also discuss your interests and assessment options with your career counselor if you are struggling to decide on what field you want to enter into or if you are unsure about leaving academia.

#### KNOW YOURSELF & WHAT YOU ARE SEEKING

Career values will help you determine what is most important to you in a position and/or organization.

#### ANALYZE THE REASONS WHY YOU ARE LOOKING OUTSIDE OF ACADEMIA

- i. List parts of your graduate experience that you did and did not enjoy.
- ii. List parts of your other life experiences (part-time jobs, internships, volunteering) that you did and did not enjoy.
- iii. Analyze your results. Did any trends emerge that may have influence on your career options?

#### IDENTIFY THE TOP FIVE FACTORS MOST IMPORTANT IN YOUR CAREER

Work life balance, industry focus, flexibility, location, values alignment, etc.

### 2 RESEARCH, RESEARCH, RESEARCH!



#### KNOW INDUSTRY OPTIONS

Many graduate students have had limited exposure to careers and opportunities outside of the academy. Use your wonderful research skills to expand your horizons.



#### EXPLORE CCD RESOURCES FOR PHD'S & POST-DOCS

- i. The CCD has collected a plethora of online resources to aid you in your industry research. Visit the Career Research: Industry (Non-Academic) Links section of the CCD website.
- ii. Explore Career Options & Employers using Vault, Versatile PhD (GPS), Guidestar, Glassdoor and O\*Net.



#### ATTEND CCD EVENTS

CCD hosts events, such as Final Fridays, Professional Communication workshops, LinkedIn sessions, and Employer Information sessions, allowing you to learn more about career development and network with like-minded peers and professionals.



#### UTILIZE OTHER RICE RESOURCES

Visiting offices such as the Center for Oral, Visual, and Written Communication, Center for Teaching Excellence, and Graduate and Postdoctoral Studies is a MUST!

### 3 GROW YOUR NETWORK

#### JOIN STUDENT ORGANIZATIONS AT RICE

Rice has a very active Graduate Student Association that provides tremendous opportunities to engage with the Rice community and industry professionals. There are also many department level graduate student associations.

#### JOIN PROFESSIONAL ASSOCIATIONS

Many professional associations have job boards for both academic and non-academic careers. This is also a great way to learn about industry trends and professional conferences.

#### CONNECT WITH RICE ALUMNI

Join the OWL Career Mentor Network (LinkedIn) and make connections with previous graduate alumni who have left academia. Alumni can be wonderful resources and provide you with their own insights into the transition.

#### SCHEDULE AN INFORMATIONAL INTERVIEW

Setting up a meeting with a graduate alumni or another industry professional with a PhD is an important step to both explore options and make lasting professional connections.

#### CONNECT WITH FACULTY (BESIDES YOUR ADVISOR)

Make time to meet with faculty and discover information that can help you connect with the industry or a company in your area of interest. Most faculty members have connections to specialized fields and can be a valuable resource for information and opportunities.

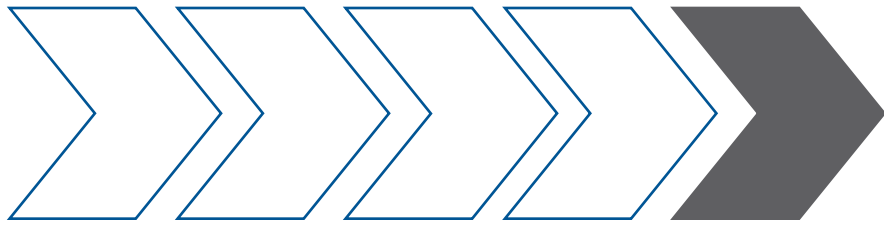
#### ESTABLISH YOUR PROFESSIONAL BRAND

Creating a profession online brand is vitally important. If you were to Google yourself, would you be happy with the results you found? Creating a LinkedIn profile, contributing to online discussions in your field, posting articles or information that would be helpful to colleagues are all great ways to create your brand.



RICE

Center for Career Development



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### 4 SEARCH & APPLY FOR POSITIONS



#### CREATE A RESUME & COVER LETTER

Visit a CCD counselor for assistance in creating a resume and cover letter for your applications.



#### UTILIZE ONLINE JOB BOARDS/RESOURCES

RICElink, LinkedIn, professional associations, and other online job boards/resources are useful tools to begin to search for positions.



#### FOUND SOMETHING? CHECK YOUR NETWORK

Once you have identified a position of interest, check your network to see if you have a connection in that company. If so, open communications with them. If not, see if a Rice Alumni works there and possibly conduct an informational interview.



#### ACTIVATE YOUR NETWORK

Been actively searching online? Remember that the number one way people find positions are through networking referrals.



#### ATTEND CAREER EXPOS & INFO SESSIONS

Companies are looking to recruit talented PhD students from Rice University! Check RICElink and the CCD website to make sure you don't miss these great networking opportunities.

### 5 PREPARE FOR THE INTERVIEW



#### MOCK INTERVIEW

Schedule a Mock interview sessions to polish your interviewing skills.



#### PREPARE OF SPECIALIZED INTERVIEWS

Utilize the Vault Interviewing and Industry guides to familiarize yourself with industry/company interviewing practices.

### 6 EVALUATE THE JOB OFFER



#### SALARY COMPARISON

Conduct research on typical salaries using CCD online resources, such as NACE Salary Calculator, Glassdoor, and Salary.com.



#### NEGOTIATION STRATEGIES

Learn how to evaluate and negotiate offers by meeting with a career advisor

### 7 STAY CONNECTED

#### STAY UPDATED

@RiceCCD



#### WEBSITE & EVENTS CALENDAR

ccd.rice.edu • ccd.rice.edu/calendar

#### INTERACT WITH ALUMNI

Join the OWL Career Mentor Network



#### READ & WATCH

OccupiedWithLife.blogs.rice.edu • TheCCDRice



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