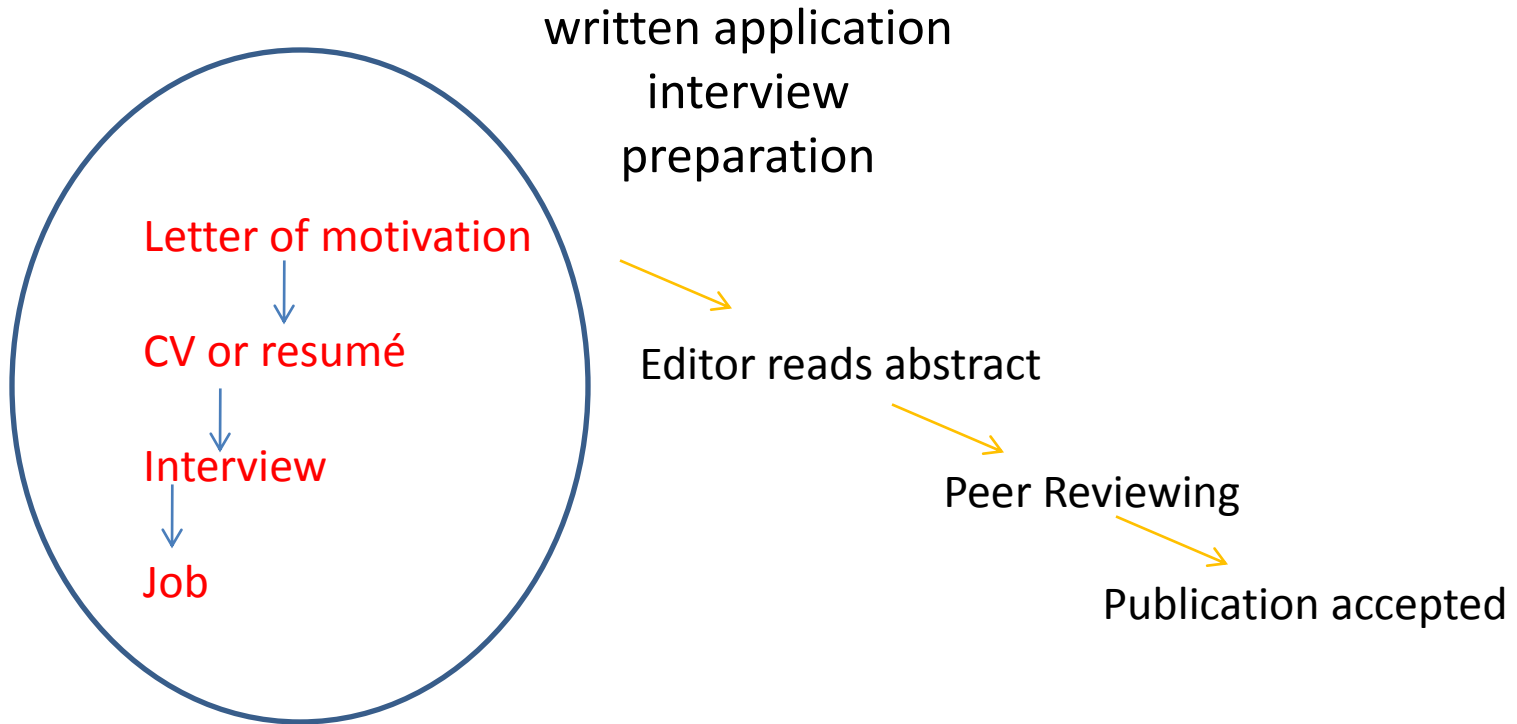


YSA Workshop "Should I stay or should I go?"

Application for Employment- the Dos and Don'ts



1. Letter of Motivation

Blind/application at a company needs a good letter of application/motivation, just as in publishing, when you try to “sell” your paper to an editor.

Think: “How do I sell myself best in one page?”:

I need to name the company!

I need to make clear why I want to work there, and just there.

I want to make HR hand on my CV to the department manager.

- Each letter of motivation has to be adapted to the specific job and company.
- State the specific position to which you are applying
- Repeat job offer wording (MATCH!)
- Explain how you learned about the position
- Accent your most important qualifications. You may want to point out that you currently work on a reasearch fund of x000000\$ if it your grant
- Do not suggest future action (I will call in 10 days)
- If you cross lines from science to something else: describe why

2.1 CV - Purpose: to get an interview

- CVs are neutrally written in the international field – no date + place of birth, no family status, religion, foto etc.
- CVs are much more personal in Austria: Foto. Family status, date of birth is still ok and might be asked at interview, be prepared. Do not state I want to have kids in your CV. Some women told me that they were honest at the interview, saying that in 5 years from “now” they would see themselves pregnant. They got the job.
- FOCUS: education; maybe hobbies, but not everything:
 - what are my competences,
 - what do I add to your company/department (do not state any job in the café around the corner),
 - and a little bit who am I,
- If you have gaps in your CV, try to conceal them or have a solid explanation

2.2 CV - Purpose: to get an interview

CV: often chronological

- Summary of educational and professional background
 - Full list of publications (for Academia) or list of publications on request (industry, non-R&D), space is not an issue
 - I would personally put a small, professional picture in in Austria, check with the countries necessities
- (CV example see web or ask at vienna@ascina.at).

2.3 CV Resumé - Purpose: to get an interview

In the US a short kind of CV is very common, **resumé** 1 page, max 1,5 pages (example see web or ask at vienna@ascina.at).

It is a filtered CV, describing oneself in two sentences, highlighting those parts of your life (first education, then work skill) that add to the position.

Both CV and resume may have key-words.

3.1 Interview

1. **No bad breath**
2. **Tight handshake, eye contact**
3. **Remain authentic.**
4. **Be there early, chill out.**
5. **Be prepared:**
 - Know your CV and letter of motivation
 - Know the company, what do like about it
 - Know your salary expectations, check AK page for contract
 - Correct outlook
 - Show interest in company (not: I just need the job to bridge 1-2 years)
 - Do not say negative things about former bosses/jobs, be positive, present yourself as teamplayer

3.2 Interview

Typical Questions at Interviews:

- “What is your greatest weakness?”
- “What is your greatest strength?”
- “Why are you leaving your current job?”
- “What interests you about this job/company?”
- “Where do you see yourself in 3-6 years from now?”
- “So tell me about yourself...”

How do I present myself?

- Settled/kids -> I will not leave with the first problem, I adapt. Might be easier for leading positions with little traveling, how do I organize family...

- Mobile, independent -> project work, travelling...

Jemand, der interviewed, hat mir folgendes geschickt:

1. positive

Die hat jede Frage ganz gut beantwortet, war immer gleich klar dass die **Antworten sich auf meine Fragen bezogen**. Sie hat dann **auch viel von ihren Erfahrungen erzaehlen** koennen, sodass ich nicht immer krampfhaft ueberlegen hab muessen was ich sie jetzt noch fragen koennt.

Sie hat **viel ueber COMPANY gewusst** und sogar **Leute gekannt**. Dann hat sie ganz von selbst gefragt wie es mir bei COMPANY gefällt, was COMPANY meiner Meinung nach besser machen koennte.

Dann hat sie noch **gefragt ueber Details**, wie zb, was fuer einen support man fuers publizieren erhaelt und was fuer einen peer review Prozess wir haben.

Hat einen frohen, interessierten, optimistischen Eindruck hinterlassen, so wie: man kann alles erreichen wenn man nur probiert.

2. Negative

...der hat **nicht viel ueber unsere Firma gewusst**, das war schlecht, da dacht ich mir, **der interessiert sich nicht so fuer uns**.

Dann hab ich ihn gefragt, welche der mehreren Taetigkeiten die wir hier tun ihn am besten gefallen wuerd, und er sagt, **alle**, ganz begeistert, und Kuenstler ist er auch. Naja. Also leider keine richtige Antwort. Haette gern eine klare Antwort gehabt
Hmm, was noch. Arbeiten Sie besser in **Teams oder allein**? Beides. ...
Naja, haette gern gehoert "**in Teams**" weil das muss man bei uns eigentlich immer. Oder allein, aber dann weiss mans, aber vielleicht kann er ja wirklich beides gut, mag es auch, das ist nicht wirklich eine diagnostische Frage. **Die Frage die ich hatte ist mehr: wuerde ich gern mit ihm arbeiten.**

Wennst **Luecken im Lebenslauf** hast, dann konzentrieren die Leut drauf und wollen verstehn warum. Da Du beim decision maken als Kandidate dann nicht dabei bist, muss Dein Lebenslauf das von selber erklaren koennen. Also am besten Luecken vermeiden oder gut erklaren / cachieren.

Lebenslaeufe die "Ueberall sind", dh ueberall ein bisserl Erfahrung sind zu mindest hier nicht sehr gut. Besser in ein paar Dinge gruendlich Erfahrung zu haben als zuviel Dinge. Sonst denken die Leut: was kann der denn eigentlich wirklich, oder kann er sich nicht konzentrieren.

3.1 Preparation

- **Headhunter/recruiter** are typical in the USA. They review documentation, help.
- **Job fares:** come with your documents, have a 2 min answer for “what do you do”, “what do you look for” prepared.
- **Exercise!**
- One invests more for the career finding in the US. It is more professional, with training, paying for classes, reading of books, exercise.

3.2 Preparation

▪ **Book Tips:**

Put Your Science to Work: The Take-Charge Career Guide for Scientists / Edition 1 by Peter S. Fiske

A PhD is not enough – A guide to Survival in Science by Peter J. Feibelman

▪ **Jobs** long before job search: screen newspapers, know what is on the market, also at New Scientist Jobs, monster, etc.

▪ **Salary expectations:**

One can sometimes find those on webpages, eg for people from the BOKU: “Das Gehalt von BOKU Absolventen” by alumni.boku.ac.at on the homepage of the BOKU.

Many ads in newspapers now show min. gross salary.

▪ **At the end:**

I sometimes hear manager complain how difficult it is to get good people. Departments look for people that fit into a team. Get to know what the department needs. Apply for free internships, show interest.

Try not to be a smartass coming fresh from University, thinking to know everything better. Be constructive. Move forward.

People are evaluated regularly on their overall abilities. Innovation is only one parameter, technical knowledge another, soft skills, adaption in a team, functioning in a company driven by agencies guidelines.

Companies have intranets, they ad jobs first for the current employees or wait if employees propose people, then they go to public ads: network. Your friends will provide your next job.

Many thanks to the YSA for the invitation and the possibility to contribute to this workshop!



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