Careers Outside of Academia

Graduate Students

To explore careers beyond the professoriate, follow the step-by-step process below. If you have any questions about your job search, meet with a career advisor for your graduate field. In addition to the workshops, career fairs, employer information sessions, and networking events posted on CCNet and the Cornell Career Services (CCS) Event Calendar, the Graduate School Program Chart (gradschool.cornell.edu… Professional Development) lists additional professional development programs.

Step 1: Understand Yourself

Graduate students can use their discipline-specific training and more general transferable skills in a range of careers, so the most important step in your job-search is to understand your interests, values, strengths, skills, and goals:

- Discuss your interests and assessment options with a career advisor.
- Complete self-assessment exercises in:
  o *Put Your Science To Work* by Peter Fiske
  o *"So What Are you Going to Do With That?": Finding Careers Outside of Academia* by Susan Basalla and Maggie Debelius
  o ScienceCareers's MyIDP
- Analyze the reasons why you would prefer a job outside of academia:
  o List the parts of your graduate experience that you did and did not enjoy.
  o Complete this exercise for additional activities or experiences you enjoyed (e.g., volunteering).
  o Analyze your results. Do you notice any trends in what you enjoy and what you dislike? If so, how could these trends influence your career interests and goals?

Step 2: Develop a Career-Related Hypothesis

Prioritize your findings and develop a specific, career-focused hypothesis or question:

- Identify the top five factors most important in your career (e.g., job location, work-life balance, disciplinary topic, skills, work environment).
- Using these five factors, develop either:
  o A career-related hypothesis (e.g., "I would like

a career in Shanghai that uses my project management and economics skills").
  o A career-related question (e.g., "Is consulting a good match for my skills and interests?").

Step 3: Gather Information

To answer your question or prove your hypothesis, use the following resources to gather information on careers, jobs, and employers.

- Attend a job-search workshop, career fair, or employer information session listed in CCNet.
- Search LinkedIn to learn what graduate students do with a degree in your field.
- Explore career options using:
  o Career Insider's Vault Guides
  o Versatile PhD
  o Career Field-Specific Resources in the CCS Link Library
  o CCS's Media Library
  o O*Net
  o ScienceCareers's MyIDP
- Learn about employers from these databases:
  o Hoover's Online
  o Uniworld
  o Leadership Library
  o Guidestar
- Identify employers who might sponsor visas for international students:
  o Myvisajobs.com
  o FindTheBest H-1B Visas
  o CCS's list of employers who have posted jobs for international students

Step 4: Build Your Network

Some career questions cannot be answered through online searches or databases. Networking is a great approach for finding answers to your specific job-search questions, getting advice on your job search, and establishing your network of future colleagues. Follow the steps below to build your network.

- Attend a networking workshop and view previous networking presentations
- Use LinkedIn to create a profile, join groups, follow employers, and find alumni
- Conduct information interviews with Cornell alumni and LinkedIn contacts
- Join a professional society in your field

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University (incl. Grad School) • 103 & 210 Barnes   Engineering • 201 Carpenter   Hotel Administration• 180 Statler
Agriculture & Life Sciences • 140 Roberts   ILR School • 201 Ives

Step 5: Analyze Your Results

After conducting this research and building your network, analyze the information you gathered on careers, employers, and jobs. Did you answer your career-related question—did you prove or disprove your hypothesis? Revisit Step 2 if necessary and speak with a career advisor for additional assistance.

Step 6: Search for Jobs

In addition to looking for jobs posted on individual organizations' websites, find active job postings with the following resources.
• CCNet
• Job and Internship Search resources in the CCS Link Library
• LinkedIn

Step 7: Develop Your Application Materials and Apply for Jobs

Create a resume and cover letter for your job applications by taking the following steps.
• Attend a workshop or view previous presentations.
• Create documents with OptimalResume.
• Read the Cornell Career Guide.
• Have your resume or cover letter critiqued by a career advisor.

Step 8: Prepare for Interviews

The interview is the stage in the job-search process where hiring decisions are made. Your goal during the interview is to use knowledge you have gained about yourself and the organizaation to convince the interviewer that your qualifications match the employer's needs. It is essential that students are well prepared: prepare, practice, perform, and follow up!
• Schedule a mock interview with a career advisor.
• Conduct thorough background research on employers and the position using databases such as Factiva and Hoover's.
• Practice interviewing with OptimalResume's Interview Prep Tool.

Step 9: Evaluate the Job Offer

It is important to evaluate all aspects of the job offer and think objectively about your choices before responding to an offer.
• Learn how to evaluate and negotiate offers by meeting with a career advisor.
• Conduct research on typical salaries using:
  o NACE Salary Calculator
  o Glassdoor
  o Kiplinger