Beyond Academia: Exploring Career Paths and Networking

Dietrich College Graduate Student Professionalization Series
Fall 2022

Katie Flanigan, Career Consultant
Agenda

- Identifying transferable skills and values
- Possible non-academic career paths for H&SS majors
- What tools are available to explore career paths
- The importance of informational interviewing for career exploration and building a network
- Applying for positions
You Have Options - Transferable Skills

- Research
- Information Management
- Data Analysis
- Problem Solving

- Project Management & Organization
- Interpersonal and Leadership
- Self Management & Work Habits
- Written and Oral Communication
Dietrich Graduate Employment Outcomes 2017-21

**PSYCHOLOGY**
- Language Data Researcher, Amazon
- UX Researcher, Google
- Human Ecologist, Phipps Conservatory
- Data Scientist, VISIMO

**ENGLISH**
- Medical Writer, Allegheny Health Network
- Content Writer, Fitbit
- Curriculum Developer, Institute of Reading Development
- Media Editor, Mondato

**PHILOSOPHY**
- Data Scientist, Conversant
- Technical Product Manager, Facebook
- Houston Astros, R&D Analyst
- Program Manager, Tufts

**IPS**
- Security Analyst, Accenture
- Immigration Paralegal, Dentons Cohen Law
- Journeyman Analyst, Radiant Solutions
- Staff Assistant, United States Senate
Job Posting Exercise

Read the job description.

Look at the qualifications for the position and think about/write down how you are developing those skills in your graduate program.

• Academic Collaborator – Social Impact Research, Meta
Values Exercise

1. What was your proudest moment in your work?
2. What led you to pursue your scholarly interest(s)?
3. What was a pivotal moment for you as a graduate student?
Resources to Explore Career Paths

**General**
Professional Listings on LinkedIn, LinkedIn Learning
PathwayU
phdsatwork.com
Cheeky Scientist
CMUniverse
O*Net
My Next Move

**By Industry**
See Speciality Area PDFs on CPDC Website:
https://www.cmu.edu/career/resource-library/career-exploration/index.html
See Resources by College on CPDC Website
Non-Academic Career Paths for Grad Students

Research and Development
- Quality Assurance
- Clinical & Medical Affairs

Business
- Entrepreneurship
- Consulting
- Financial Services
- Operations
- Business Development and Strategy
- Sales & Marketing

Education
- K-12, Public/Private Schools
- Higher Education Staff Positions

Information Aggregation
- Intellectual Property
- Patents
- Information Management
- Data Science

Communications
- Writing & Editing
- Journalism
- Science Outreach
- Advocacy

Government / Nonprofit / Think Tanks
- Research
- Policy
- Funding
Evaluate Your Fit and Make Plan to Fill Any Gaps

Once you have identified job interest areas, explore them to see what skills are needed.

Make plan to fill gaps:
- Courses at CMU or online (e.g. business, entrepreneurship)
- Clubs (e.g. Graduate consulting club)
- Network with people on campus
- Professional organizations (Women in Tech)
- Internship
- Find a mentor
Informational Interviewing - Purpose/Importance

- Discover opportunities: 75-80% of all open jobs are filled through networking and job referrals
- Get to know more about a particular company and/or the industry as a whole
- Build a network that can be mutually beneficial

Resource: Article on Networking for PhDs
Informational Interviewing - Finding Professionals

Besides your personal network (friends, family, advisor, faculty, peers) you can find CMU alumni and other professionals in the following ways:

- Alumni information from your program
- CMUniverse
- LinkedIn
- CareerShift (CPDC Resource in Handshake)
Finding Professionals- LinkedIn Alumni Tool

108,628 alumni

Search alumni by title, keyword or company

Start year 1900  End year 2022

Where they work

<table>
<thead>
<tr>
<th>Location</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnegie Mellon University</td>
<td>3,725</td>
</tr>
<tr>
<td>Google</td>
<td>3,104</td>
</tr>
<tr>
<td>Amazon</td>
<td>1,203</td>
</tr>
<tr>
<td>Apple</td>
<td>1,098</td>
</tr>
</tbody>
</table>

Where they live

<table>
<thead>
<tr>
<th>Location</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>94,245</td>
</tr>
<tr>
<td>Pennsylvania, United States</td>
<td>23,929</td>
</tr>
<tr>
<td>California, United States</td>
<td>21,845</td>
</tr>
<tr>
<td>Greater Pittsburgh Region</td>
<td>20,970</td>
</tr>
</tbody>
</table>
Finding Professionals- CareerShift
Reaching Out

- Default to formality until your contact invites an opportunity for informality
- Introduce yourself
- Mention how you’re connected

Good afternoon Dr. Smith,

I’m a Psychology Doctoral student at Carnegie Mellon University interested in exploring careers in UX. I would love to learn more about what you do as a UX Researcher at Google. I look forward to connecting and hearing more about your role.

Thanks, Alexandra Lopez
How to Follow-up

- Allow two weeks for a networking contact to respond to you, and then follow up with an abbreviated version of your informational conversation request
- If you do not receive a reply from a second message, then stop contact and move forward with a different networking contact

Good afternoon Ms. Smith,
I hope this message finds you well. I wanted to follow-up on my previous request for an informational interview. As I mentioned, I’m pursuing my PhD in Philosophy from Carnegie Mellon University, and I’m interested in learning more about your work at Civic Science.

Thanks, Alexandra
Conducting an Informational Interview

Be Prepared - research your interviewee, company, and industry in advance of the interview

Determine what you want to learn from the conversation and

Ask open ended questions:
- How did you get into this field?
- What skills and abilities are important for a (Job Title) to possess at your firm?
- What do you think makes Employer X unique? OR
- What do you most enjoy about working at your organization?

Manage the interview so your conversation ends within the specified timeframe

Conclude by asking if you may keep in touch as you continue your job search
- Based on our conversation can you think of 1 or 2 other people I could chat with?

Say thank you and follow up appropriately to continue your relationship
How to Ask for a Referral

A contact may directly offer to assist you with your job search during an informational call - Accept their assistance if you’re still interested in the employer/opportunity

Depending on their offer, you could:
• Ask them to suggest someone at the company to whom you could directly send your resume (in order to further your application)
• Ask them if they have any recommendations for how you can express your interest that would be in addition to applying online

A contact may not offer to assist you during your call and that’s normal - If you feel you had a good conversation, you may follow-up after your call and ask your contact to refer or recommend you for an opportunity at the company
• Depending on your conversation, you could ask them to suggest someone at the company to whom you could directly send your resume
Where to Apply for Positions:

- LinkedIn
- Handshake
- CareerShift
- GoinGlobal
- Company Direct Sites
- Professional Association Job Boards
Sample Recent Employment Opportunities

Citi- Equities Quantitative Analyst
Duolingo- Machine Learning Engineer
The Crosby Group- Senior Researcher
Google- Data Scientist Intern, PhD
Intel- Statistician/Data Scientist
International Institute for the Brain- Director of Education
Defense Intelligence Agency- Intelligence Officer
Duolingo- Psychometrician
Internship Search Timing

- Timelines can be industry or program specific—Generally, active search occurs within the academic year preceding the summer in which you will complete the internship---begins as early as August prior to the May/June internship start.

- Plan to attend Career Fairs, apply to internships as they become available, network, etc. UNTIL you accept an internship opportunity

- Before beginning an internship search, check in with your Career Consultant
Job Search Timing

- Timelines can be industry or program specific. Active search typically occurs within the academic year in which you are completing your degree and/or begins ~6-9 months from defense.

- Pay attention to availability information on job postings:
  - Graduation date requirements
  - The phrase “immediate need” or similar
  - Focus on applying to positions that have been recently posted.
Good News!

- The value of earning a Masters Degree is substantial, and is reflected in starting salary differentials.

- PhD candidates often receive an even higher starting salary, and more responsibility.