

Workshop: How to Apply for Jobs

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UNSW
THE UNIVERSITY OF NEW SOUTH WALES



E&ERC
EVOLUTION & ECOLOGY RESEARCH CENTRE

Agenda

- The overall process:
 - Where (and when) do I find jobs to apply for?
 - Understanding the job and targeting the employer
 - Examples of recent hires
- Applications

Finding jobs ads

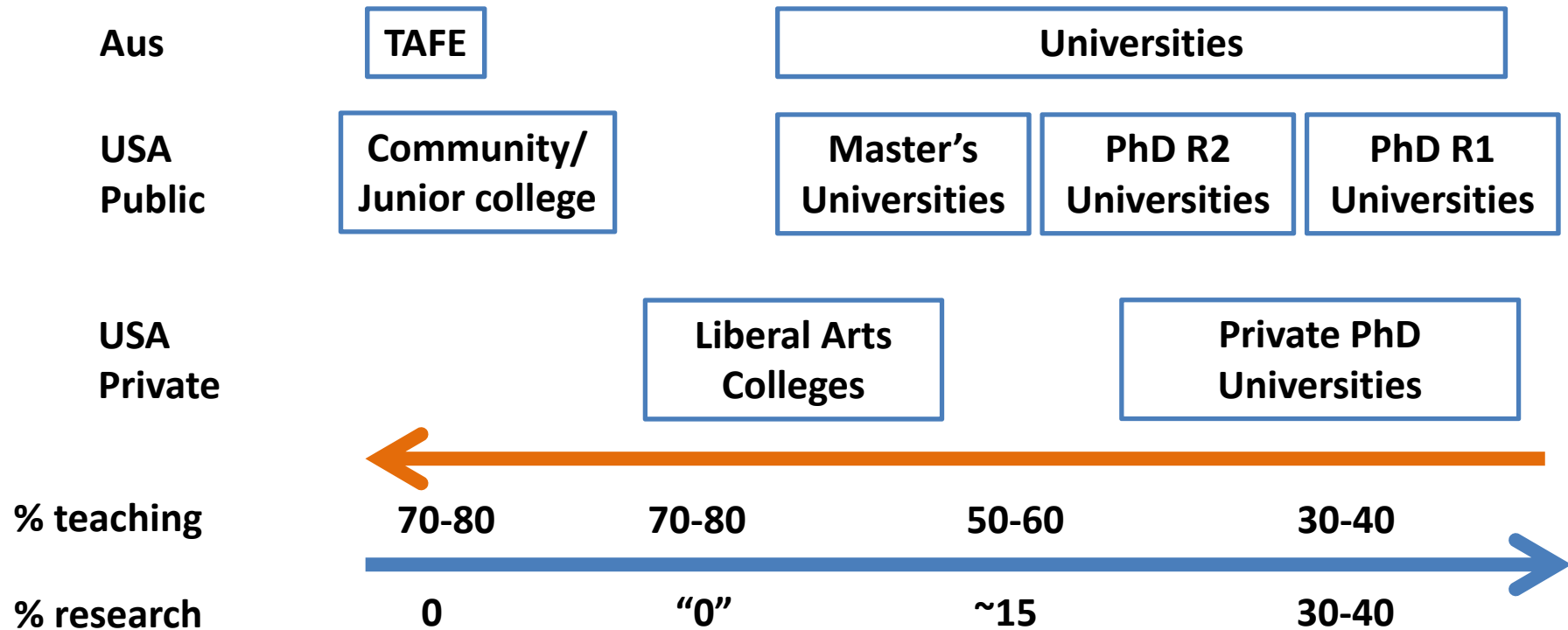
Same listings as post-doc jobs:

www.bees.unsw.edu.au/finding-postdoctoral-opportunities

- EvolDir <http://evol.mcmaster.ca/evoldir.html>
- Eco-log <https://listserv.umd.edu/archives/ecolog-l.html>
- www.seek.com.au
- NatureJobs <http://www.nature.com/naturejobs/science/>
- Chronicle of Higher Education www.chronicle.com
- HigherEdJobs www.higheredjobs.com
- UniJobs www.timeshighereducation.com/unijobs/listings/australia/
- Ecology google doc
<https://docs.google.com/spreadsheets/d/1rOjzt71IBfaz5gYuiVyJxzoCAD8WqM39eUjUhgBEFuU/edit>

Targeting the employer

- Type of institution & job



Targeting the employer

- **Type of job**

Questions

1) Job title

e.g. “Lecturer” (Aus) = “Assistant Professor” (USA)

1) Contracted / Continuing / Tenure-track

2) Year-round / 9-month

Targeting the employer

- **Breadth of School / Department**
- **Who has a vote?**
- **“fit” , collaborators, commonalities and novelties**

From staff webpages and mission statements, identify:

- 1) Where you fit in the general theme of the school
- 2) Areas of overlap / collaboration
- 3) What you could bring that is novel

Look up webpage of the employer / school !!!

Components of an academic job application

Australia

Cover
Letter

CV

Response to
Selection
Criteria

Reference
Letters

USA

Cover
Letter

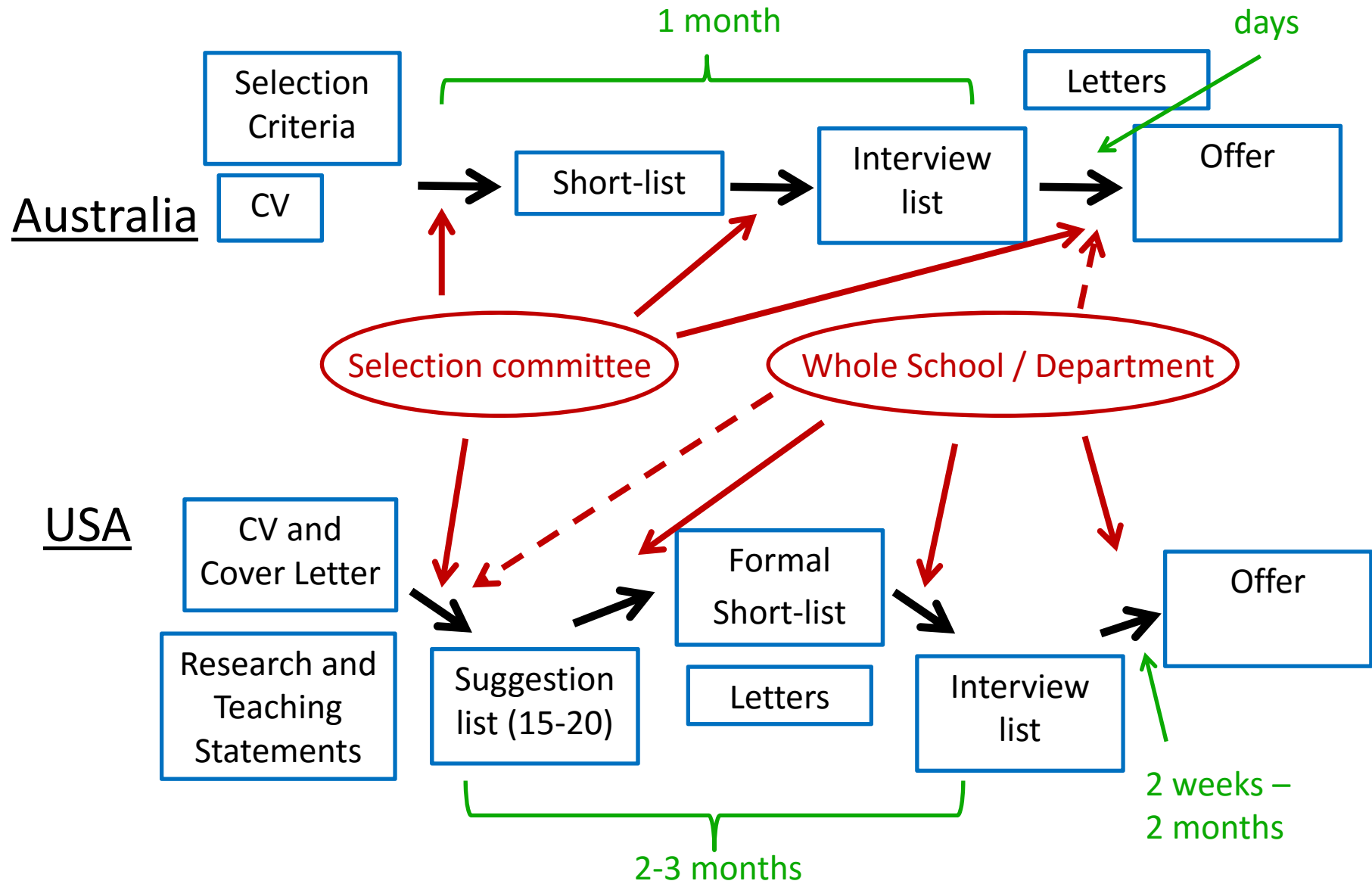
CV

Research
Statement

Teaching
Statement

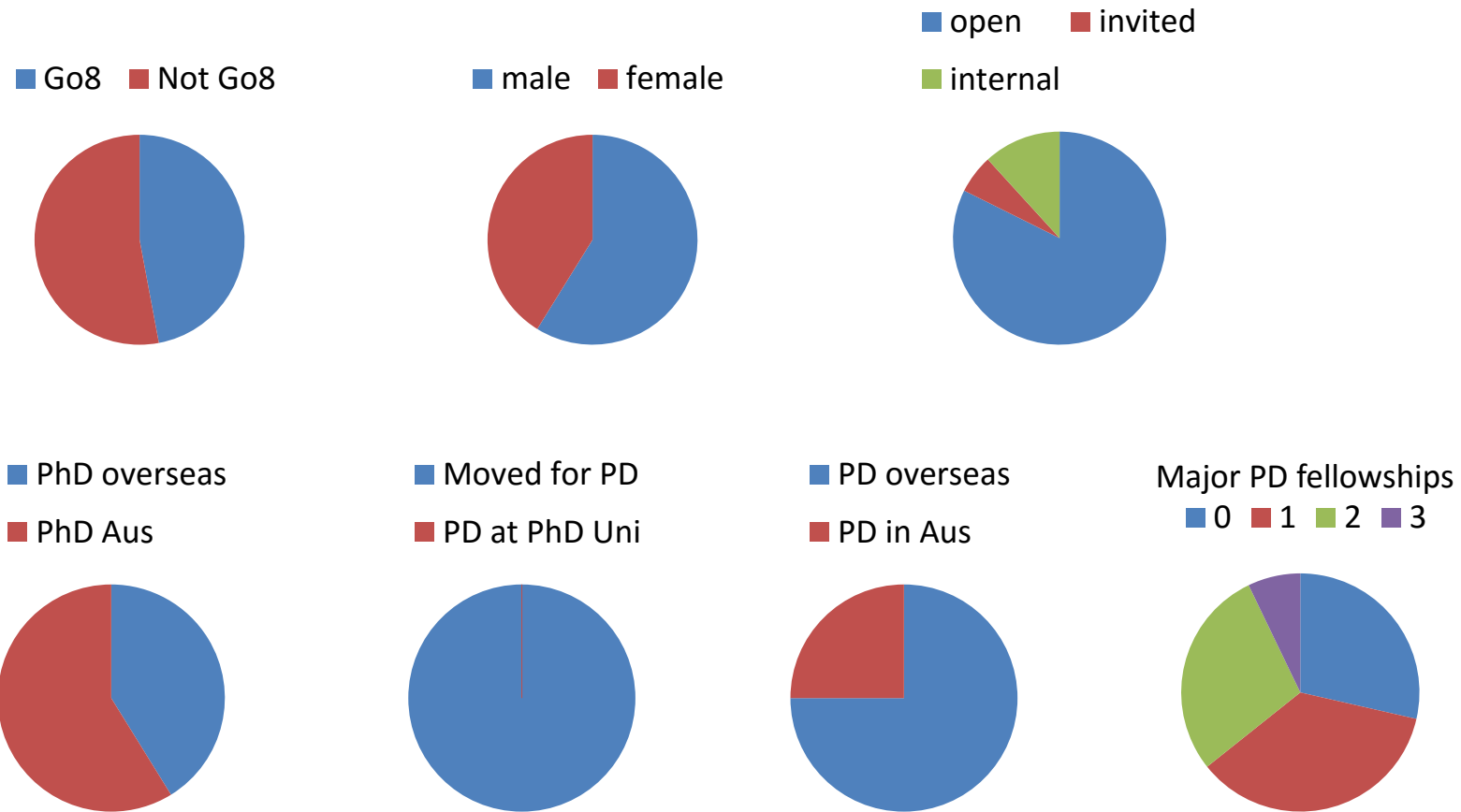
Reference
Letters

Process of application consideration



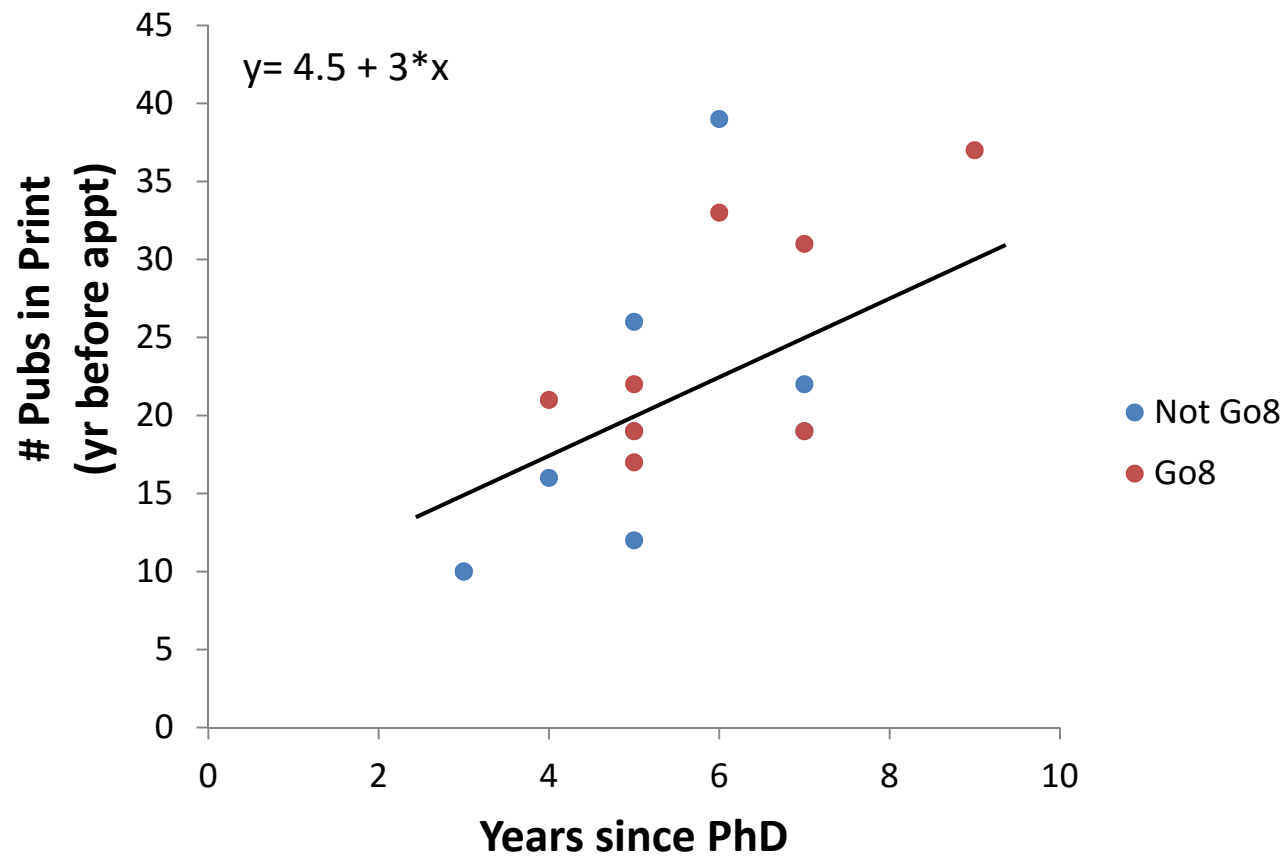
Aus Hiring Snapshot

- 17 hires in Ecology/Evolution since 2010 that I could remember



Aus Hiring Snapshot

- 17 hires since 2010



NOTE: This is not meant to be prescriptive!!!

Selling yourself in your application

- Your niche / catch phrase / keywords
- Selling your research
- Describing your teaching / mentoring
- Fit and enthusiasm
- Understanding the job ad
- Reading the subtleties

Cover Letter

- Important for US jobs!

1-1.5 pages

- 1-2 paragraphs about your research
- 1 paragraph about funding, publications, teaching and supervising experience
- 1 paragraph describing how you'd fit into the job and demonstrating enthusiasm

Tailor the cover letter to the job and institution

- Specify any details mentioned in the ad (e.g. use of a facility)

CV

Unlimited length, but get to pubs/grants within 2nd page

- Bulleted and structured/indented, similar for each section
- Put your “research interests” (catch phrases), near beginning
- Make it look professional
- Think about what the employer will value most

CV

- http://careers.anu.edu.au/postgraduate/applications_interviews/resumes

Selection Criteria

Separate document (unlimited length, ~4-8 pages)

- Include a header or title

Use each of the selection criteria as headings

- Understand the key phrases (eg. 'Experience in' , 'Knowledge of'; 'capacity' vs 'demonstrated ability')
- Provide concrete examples
- Appropriate use of dot points rather than long paragraphs of text
- Be concise; long sounds waffly

Addressing Common Selection Criteria (EEO & OH&S) –

- State your understanding and have concrete examples of how each criterion impacts your workplace behaviour.

Example Selection Criteria

- 1) A PhD or equivalent in an appropriate field of the biological sciences.
- 2) A strong research track record (in relation to opportunities) in whole-organism biology, including publication in leading journals.
- 3) Capacity to win competitive research grants.
- 4) A capacity to attract and effectively supervise research students.
- 5) Demonstrated ability in the teaching of undergraduate and/or postgraduate courses, including field-based studies.
- 6) Demonstrated capacity to interact successfully with the broader scholarly community.
- 7) Ability to work cooperatively in a team and contribute positively to research culture.
- 8) Willingness and capacity to implement required OHS policies and safe work practice; ability to implement equal opportunity and diversity policies and programs.
- 9) Current driving licence.

Selection Criteria

- <https://student.unsw.edu.au/addressing-job-selection-criteria>
- <http://www.bom.gov.au/careers/guide2SC.shtml>

Research Statement

General

- 1-1.5 pages: 1 paragraph overview, with potential sub-headings
- Not necessarily specific for each job
- Summary of research accomplishments, current work, future direction and potential of your work.
- The main theme(s), why it is important, what specific skills you use to attack the problem. A couple of specific examples of problems you have already worked on with success.
- **“What you do” NOT “What you have done”**

Research Statement

- <http://www.academiccoachingandwriting.org/academic-writing/academic-writing-blog/vi-writing-the-research-statement-how-and-why-you-research-what-you-do/>
- <http://www.postdocs.cornell.edu/research-statement>
- <http://www.vpul.upenn.edu/careerservices/writtenmaterials/researchstatements.php>

Teaching Statement / Philosophy

1 page

- How important is teaching for the job? What will class sizes be?
- 1 version for research-oriented jobs and 1 version for teaching-oriented jobs
- Description of conceptualization of learning and teaching, preferred techniques and approaches, concrete examples of your effectiveness
- Use pedagogical terms

Teaching Statement / Philosophy

- <http://gradschool.about.com/cs/teaching/a/teachphil.htm>
- <http://www.princeton.edu/mcgraw/library/for-grad-students/teaching-statement/>
- <http://theprofessorisin.com/2011/09/16/thedreadedteaching-statement/>

Finally

- Have a good website – it conveys that you care and is a valuable marketing tool

Brain-storming Selection Criteria

- 1) A strong research track record (in relation to opportunities) in YOUR AREA OF STUDY, including publication in leading journals.
- 2) Capacity to win competitive research grants.
- 3) A capacity to attract and effectively supervise research students.
- 4) Demonstrated ability in the teaching of undergraduate and/or postgraduate courses, including field-based studies.