

Brandeis

GRADUATE SCHOOL
OF ARTS AND SCIENCES

CENTER FOR CAREER
AND PROFESSIONAL
DEVELOPMENT

Job Search Strategy & Checklist

Self-Assessment

Go to [ImaginePhD](#) (social sciences/humanities/arts) or [myIDP](#) (sciences) for a free personal assessment. These platforms will help you to gain clarity on the following questions:

- What skills do you currently possess? What are your strengths? What areas are you working on?
- What interests you? What do you NOT want to do (this is important as well!)
- What motivates you?

Build awareness: What jobs exist? Not sure where to start? Explore:

- [Handshake](#) - search for employers coming to campus, jobs/internships for GSAS students/alum, Brandeis alumni and other employer partners post jobs to recruit from Brandeis talent. Fill out your “career interests” and profile as well as upload your resume for customized content and to allow employers to search. You can “favorite” jobs or employers as well as set up a job search agent.
- [Brandeis Alumni Stories](#) - Check out our our Professional development website and read through Brandeis alumni stories about their career journeys into positions in higher education administration, industry, non-profits and government jobs.
- [LinkedIn](#) - Create a profile, include your work history, education, publications, skills, and links to any digital work you’ve created or other public profiles. Build your network through contacts at your university, past jobs, friends in industries you find interesting. Then begin searching the job ads.
- Your field’s professional organizations, such as the [Modern Language Association](#) or [American Anthropological Association](#), [Idealist](#) for not-for-profit positions.
- The U.S. government lists thousands of jobs each year from diverse fields. Check out what is currently available for U.S. and Canadian government positions at [USAjobs.gov](#)
- For more information on what types of jobs exist, check out [ImaginePhD](#) or [myIDP](#) (science) to get started.

Look through job descriptions. Check out sites like [Indeed.com](#), [Higheredjobs](#), [Higher Education Recruitment Consortium](#), [Academic Keys](#), [LinkedIn Jobs](#), [Handshake](#), and narrow it down by geographic location or industry. Search and sign up for listservs or job search agents on job boards in your field that periodically send out job announcements.

Begin to create a list of keywords you can use for your job search. What stands out as you read through the job descriptions? What sounds exciting? Examples could include: ‘Communications, Curriculum Development, Digital, History, Humanities, Qualitative Research, Instructional Design, Media, Writing, Presenting, Science Communication, Medical Affairs’

Set up informational interviews with professionals to find out more information about the job itself, how they entered the field, and what skills you will need to demonstrate to land a similar position. GSAS Career Advisors can help you get started.

(7) Transform your CV into a 1-2 page resume for different categories of positions. For instance, you project management, and education. Be sure to highlight the skills you have developed. Not sure what to focus on? Take notes as you read through job ads for similar positions. What words keep coming up? Is project management experience important? Look up the field's buzzwords and use them to ensure you catch the attention of an automated system (ATS), HR person, or hiring manager.

(8) When is the best time to apply? If you're in the last year of your program - Now. Continue to work on the dissertation, but don't neglect the job search. It is far more time-consuming and a much lengthier process than we often anticipate. Keep applying until you know you have a job and the stability that will come with it. If you're still in the first few years of your program, this is the perfect time to begin honing the skills you will need to land a job outside of academia.

(9) Finally, put yourself out there even if it seems anxiety producing. You will probably feel that some of the positions you apply for are a bit of a stretch. You may wonder, as I have, if you're qualified enough. This is when you will have to be bold and apply anyway. **You cannot get a job you don't apply for.**

NOTES & NEXT STEPS:
