Workshop Title:
Mastering the post-doc / job search and application process

Instructor: Oliver M. Triebel, Adjunct Professor of Practice, SPP and Director at LEAD - Mercator Center for Capacity Building in Leadership and Advocacy, Berlin

Invited instructors from CEU Center for Academic Writing (CAW), CEU Alumni Relations and Career Service Office (ARCS), CEU faculty members

Semester/Term: Spring 2015
Class Schedule: Monday, June 15 (1 p.m. – 5:15 p.m.), Tuesday, June 16 (9 a.m. – 4 p.m.)
Classroom: CEU, Nádor u. 11, TIGY Room
Teaching Format: Classroom discussions
Pre-requisites: None

1. Workshop Description

The workshop aims to equip the students with the skills to shape their own careers: identifying and searching for a fulfilling job, writing a good application, preparing for and having successful interviews, and individual development planning will be discussed and relevant practical advice will be co-created.

2. Learning Outcomes

By the end of this course, students should be able to:

- Have an advanced understanding of job search approaches and potential sources;
- Know what academic committees / HR professionals in organisations expect from applicants: cover letter, CV, etc.;
- Gain practical experience in interviewing;
- Be better equipped to identify and secure the next steps in their own professional development.

3. Workshop Requirements

- Active participation in the plenary discussions and in small group work. Questions, as well as personal opinions, are a welcomed contribution and should ideally be based on real life experiences and current challenges
### 4. Agenda Overview

#### Day 1 – 1 p.m. to 5:30 p.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Module</th>
<th>Content and approach</th>
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</thead>
<tbody>
<tr>
<td>13:00</td>
<td>Welcome and introduction</td>
<td>Objectives, expectations, agenda overview; “Fast Networking” exercise (LEAD)</td>
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<tr>
<td>13:30</td>
<td>Shaping your own career</td>
<td>Overview – interactive presentation of key elements of job search and application: Identifying what kind of job you want – Career expectations vs. reality: what you can and should expect from your future employer (LEAD) Invited guest: Wolfgang H. Reinicke (Dean, SPP)</td>
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<tr>
<td>14:00</td>
<td>Job search</td>
<td>Assessing your own strengths and preferences: “My values” exercise (LEAD)</td>
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<td>14:45</td>
<td>Coffee break</td>
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<tr>
<td>15:00</td>
<td>Networking your way to the next job</td>
<td>Using alumni networks, online platforms and other tools to stay engaged and get inspired (ARCS)</td>
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<td>16:00</td>
<td>Academic application portfolio</td>
<td>Academic CV, statement of purpose and accompanying documents Invited guest: Robin Bellers (CAW)</td>
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<td>17:15</td>
<td>End of day 1</td>
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#### Day 2 – 9 a.m. to 4 p.m.

<table>
<thead>
<tr>
<th>Time</th>
<th>Module</th>
<th>Content and approach</th>
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<tbody>
<tr>
<td>9:00</td>
<td>Welcome and introduction</td>
<td>Agenda for the day</td>
</tr>
<tr>
<td>9:10</td>
<td>Non-academic job applications</td>
<td>“Turning your academic CV into a resume” - The cover letter (ARCS) Do’s and don’ts during the application process - “CV Clinic“ (bring your own) - live critique of sample CVs (LEAD)</td>
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<td>10:30</td>
<td>Coffee break</td>
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<td>10:45</td>
<td>Elevator pitch: presenting your research in conversation</td>
<td>Presenting your research for various audiences in limited time (ARCS)</td>
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<td>11:30</td>
<td>Candidate experience</td>
<td>A CEU faculty member will talk about his academic jobs and job search – including Q+A Invited guest: Niels Gaul (Associate Professor, Medieval Studies)</td>
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<td>12:30</td>
<td>Lunch break</td>
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<tr>
<td>13:30</td>
<td>Mastering the selection process</td>
<td>Selection formats and interviewing techniques - How to best prepare for interviews? - Interactive overview presentation (LEAD)</td>
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<td>14:00</td>
<td>Interviewing practice</td>
<td>Typical interview questions – “mock” interviews: rehearsing job interviews in “fishbowl” exercises (LEAD)</td>
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Professional Skills Program for CEU Doctoral Students, 2015

9:00 - 9:15 | Introduction

9:15 - 10:30 | Workshop: Recruitment and Selection

- Employer perspective
  An employer talking about expectations, selection criteria and process – Q&A
  Invited guest: Éva Fodor (Director, CEU IAS; Associate Professor, Gender Studies)

- Wrap up and closure
  Summary of takeaways

10:30 - 11:00 | Coffee break

11:00 - 12:00 | Workshop: Recruitment and Selection

- Employer perspective
  An employer talking about expectations, selection criteria and process – Q&A
  Invited guest: Éva Fodor (Director, CEU IAS; Associate Professor, Gender Studies)

- Wrap up and closure
  Summary of takeaways

12:00 - 13:00 | Lunch

13:00 - 14:30 | Workshop: Recruitment and Selection

- Employer perspective
  An employer talking about expectations, selection criteria and process – Q&A
  Invited guest: Éva Fodor (Director, CEU IAS; Associate Professor, Gender Studies)

- Wrap up and closure
  Summary of takeaways

14:30 - 15:00 | Coffee break

15:00 - 16:00 | Workshop: Recruitment and Selection

- Employer perspective
  An employer talking about expectations, selection criteria and process – Q&A
  Invited guest: Éva Fodor (Director, CEU IAS; Associate Professor, Gender Studies)

- Wrap up and closure
  Summary of takeaways

16:00 | End of workshop

9. Workshop materials


