



CVS, RESPONSE TO SELECTION CRITERIA, RESEARCH AND TEACHING STATEMENTS

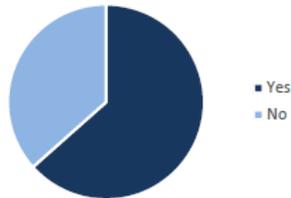
JUST SOME OF THE DOCUMENTS YOU MIGHT NEED WHEN APPLYING FOR ACADEMIC JOBS

EWB HUB X GRIPS STUDENT WORKSHOP # 2.

4TH OCTOBER 2019

UOM SOCIAL & PERSONALITY PHD GRADUATES

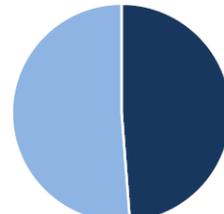
Working in a University Setting



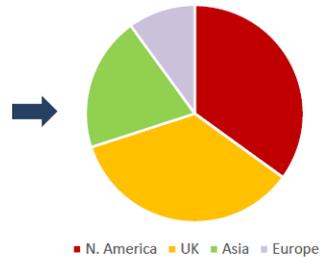
Working in a Research Setting



Spent Time Overseas



World Region



SOCIAL-PERSONALITY PSYCHOLOGY PHD GRADUATES, 2002-2019

Graduate	PhD Years	Post-PhD career information
Anthony Lyons	2002 2016-2016 2007-2016 2004-2007 2002-2004	Associate professor, La Trobe University Senior research fellow, La Trobe University Lecturer, Newcastle University (UK) Research fellow, University of Melbourne
Anna Clark	2004 2016-2009 2011-2013 2008-2010 2004-2008	Leadership consultant, Learning First Leadership consultant, INSEAD Senior research associate, Melbourne Business School Postdoctoral research fellow, INSEAD Postdoctoral research fellow, Free University Amsterdam
Paul Bain	2005 2017-2015-2017 2010-2014 2008-2009 2005-2007	Reader, University of Bath Lecturer, Queensland University of Technology Research fellow, University of Queensland Senior lecturer, Murdoch University Lecturer, Murdoch University
David Neal	2005 2014-2011-2014 2009-2011 2005-2009	Managing partner & founder, Catalyst Behavioral Sciences Director, Empirica Research Assistant professor, University of Southern California Research Fellow & Director, Duke University's Interdisciplinary Social Science Labs
Kim Peters	2006 2019-2013-2019 2007-2013	Associate professor, University of Exeter Lecturer, University of Queensland Lecturer/Research fellow, University of Exeter
Brock Bastian	2007 2017-2016-2017 2014-2015 2009-2013 2007-2008	Associate professor, University of Melbourne Senior lecturer, University of Melbourne Senior lecturer & Future Fellow, University of New South Wales Research fellow, University of Queensland Research fellow, University of Melbourne
Warwick Hosking	2007 2017-2008-2016 2007	Senior lecturer, Victoria University Lecturer, Victoria University Research associate, Cancer Council Victoria
Alex Parker	2007 2017-2011-2017 2006-2011	Professor, Victoria University Senior research fellow, Orygen Youth Health Team member, Orygen, University of Melbourne
Jennifer Whelan	2007 2010-2013-2014 2010-2012 2008-2010	Managing director, Psynapse Psychometrics Research manager & senior research fellow, MBS Postdoctoral research fellow, Melbourne Business School Research fellow, University of Melbourne
Lauren Ban	2008 2016-2014-2016 2013-2014 2012	Clinical psychologist Counsellor advocate, Foundation House MPsych studies, Swinburne University Senior lecturer/research fellow, University of Melbourne

THANKS TO

ELISE KALOKERINOS

KATIE GREENAWAY

MIRKO ULJAREVIC

PETE KOVAL

SCOTT GRIFFITHS

TREVOR STEWARD

... AND POSSIBLY MORE TO COME

TODAY

01

CVs

02

Responses to
selection criteria

03

Cover letters

04

Research and
Teaching
statements

05

Other
documents

- Exercise responses
- Biographical sketch

CAVEATS

- This presentation is only a jumping off point.
- There are no hard and fast rules with these documents EXCEPT what is specified in a job ad.
- Open discussion!
- Ask questions. Share your experiences.

HOW / WHEN / WHERE DO I BEGIN?

- How?
 - Start downloading everyone's CV.
 - Ask colleagues, mentors, friends. Stalk stalk stalk.
 - Come to these workshops and gather other resources.
- When?
 - There is no time like the present.
 - You do not have to have the full documents ready but starting writing out paragraphs, do not forget small jobs you have done, things you have volunteered for, papers that need that final push to publication.
- Where?
 - Start with your CV.
 - Build the rest of your documents over time.

CV



What is a CV?

A curriculum vita is usually considered a credential based document. A comprehensive list of all your education, experience, publications, media, and affiliations.

Does it really differ from a resume?

Yes and no. In certain fields a resume is more of a competency based document where you list your skills and notable achievements. A ‘sell yourself’ document. But that does not mean you will not do this in a CV as well.

A small CV is not a bad thing!

You are just starting out. You are not going to have 80 publications and millions in grant funding but you do have a special set of skills no one else does and you are the greatest candidate for the job. Showcase what you have achieved and know that CV will grow to the point you will have to start cutting it.

WHAT YOUR CV MIGHT INCLUDE

- Contact details – email, phone, and address (can be uni one)
- Social – website, linkedin, or google scholar
- Education (Bachelors and higher).
- Employment history (not always necessary if this is your first post doc or lecturing position after PhD)
- Publications
 - Under review
 - In prep
- Presentations
- Awards
- Grants
- Teaching, leadership, service experience
- Professional development
- Skills
- Affiliations and memberships
- Referees

-
- Your **submitted CV** and **actual CV** are two different documents. **KEEP TRACK OF EVERYTHING** but know what to filter and use for each job.
 - Include all the headings listed and more!
 - This might seem like silly advice now when you have zero publications and a volunteer job, but you will want to keep notes on everything you do because you will not remember it later.

CV TIPS

- Tell the truth
 - It is okay to put in prep articles if they really are in prep – e.g. all the data has been collected and analysed, you are just writing it up. You may also wish to state that.
- Know when to cut back
 - You may start off with a CV that lists all the volunteer positions you have had and posters you have presented but eventually you will need to cut it back.
 - Still keep track of all of this extra stuff! Everything you do can come in handy for another position later on.
- Check the format
 - Make it super easy to read

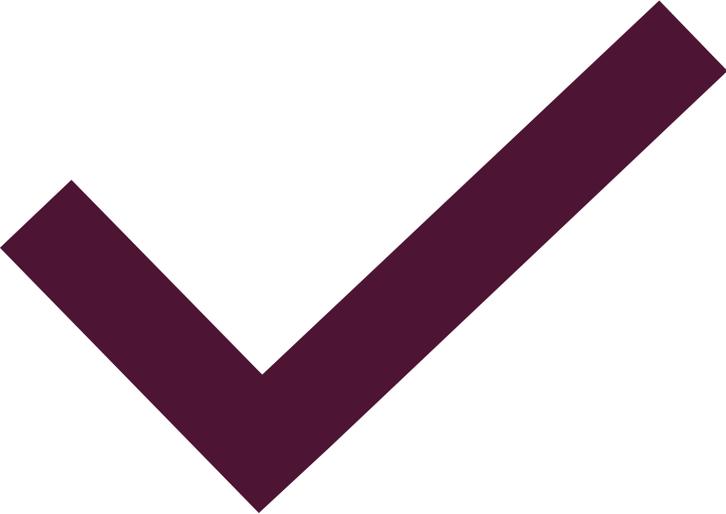
SIDE NOTE – JOB ADS

- Start looking at position descriptions now and save them!
- What is the lab / university looking for?
- What key areas are they developing?
- What rate are they paying?
- What skills are they looking for?

Really useful to know what positions they have previously hired for, key criteria they are looking for, and keywords!



RESPONSES TO SELECTION CRITERIA



Selection Criteria

Most jobs advertisements will list selection criteria that you will need to respond to. Do you fit the position?

Some common examples are

- Excellent research and analytical skills
- Well developed written and oral communication skills
- Ability to work independently but also in a team environment

Essential and Desirable

Barring official qualifications and memberships, all criteria is just desirable 😊 However the job might split these into two categories seen as skills critical to the job and bonus ones.

You can always apply even if you do not meet all the requirements. Know how to discuss your limitations.

RESPONSES TO SELECTION CRITERIA TIPS

- Check for any page limits
 - Sometimes only two or three pages maximum
- Keep it simple.
 - This document is a little less showy than your CV. Make it easy for the committee to see the criteria and your response straight underneath.
- Don't lie or over exaggerate when it comes to desirable criteria
 - If you do not have it, you are willing to learn
- Be careful about introducing new criteria

RESPONSES TO SELECTION CRITERIA TIPS

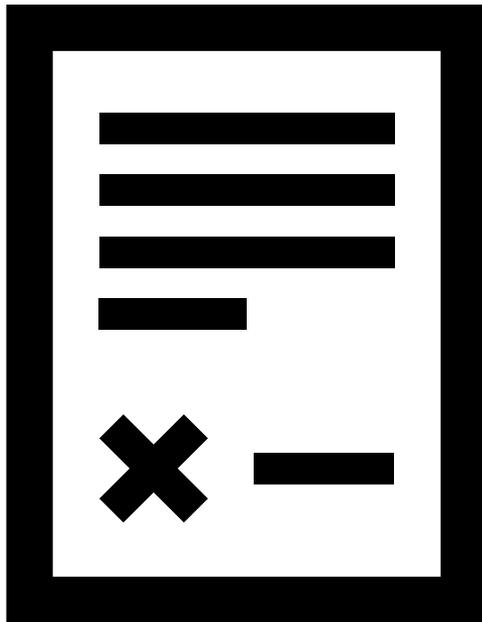
- Address each selection criteria individually
 - And if they throw in too many selection criteria in one, split it out yourself
- Support your claims with evidence
 - STAR approach
 - Situation
 - Task
 - Acton
 - Result



Common mistake to say “I have excellent presentation skills” with nothing to back it up.

- Active voice and all about you!

COVER LETTER



What is a cover letter and why do I need one?

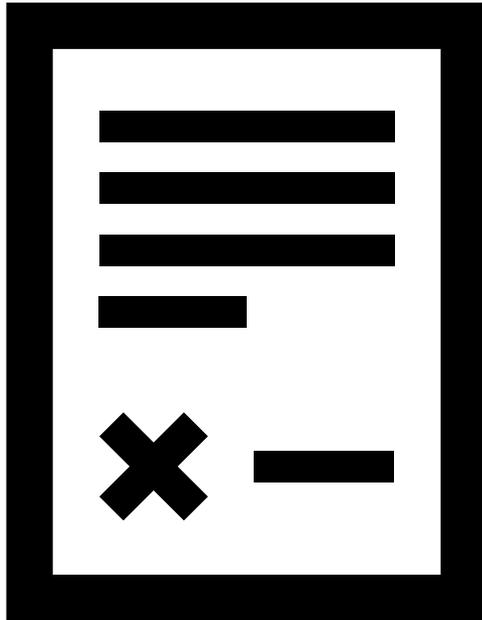
Topic of debate!

A cover letter is a chance to introduce yourself, briefly outline why you are the right fit for the job and why you want it.

Do this last as you will use a lot of the information from your CV and selection criteria in here.

This is a chance to say why you personally want the job. Or if there is no selection criteria you can outline your skills here.

COVER LETTER



You will end up repeating a lot of information – either in a new way (CV to research statement) or new format (CV to online form)

COVER LETTER TIPS

- How many pages?
 - **Debate time!** One page, maximum two, go over that?
- Formal letterhead
- Date the letter
- Include your signature
- Express why you are the right fit and why you want the job
- Let them know if there is anything else enclosed (can refer them to your CV and referee reports) or if they can expect anything else (reports being sent in and by whom)

RESEARCH AND TEACHING STATEMENTS



What is a research and teaching statement?

These statements include a summary of your work but with a focus on your research interests and importantly goals and agenda. Teaching statements explore the philosophy behind your teaching and what you hope to accomplish as a teacher.

This gives the committee an opportunity to know what your research and teaching aims are and how you will develop them at their institution.

This is going to be hard work and takes time to perfect!

RESEARCH AND TEACHING STATEMENTS

Research Statements

- What do you do you?
- Why is your work so important?
- Where is it going in the future?
- How are you taking the lab / department / university to the final frontier?

Teaching Statements

- What is your best achievement as a teacher?
- What are your best qualities when teaching?
- What are your aims with teaching?
- What do you believe about learning?

RESEARCH AND TEACHING STATEMENTS TIPS

Research Statements

- Start with the big picture of your research rather than techniques or skills. Describe the importance of your work and get people excited!
- You are a big kid now, so show the committee that
 - Your own line of research
 - Your focus
- Balance being unique and fitting into the team
- Do your homework
 - Know what the lab and colleagues are doing and how you fit in there

RESEARCH AND TEACHING STATEMENTS TIPS

Teaching Statements

- Keep it short.
 - This is a bit of a big picture philosophical statement so do not go overboard.
- Make statements supported by evidence.
 - Teaching evaluations
 - Comments from students / co-ordinators
 - Define what a mentor, co-ordinator, tutor, principle tutor is.
- Balance being too humble and boosting your achievements (especially if teaching isn't your ultimate goal)



A FEW OTHER DOCUMENTS



EXERCISE RESPONSES

Congratulations, your CV passed the first test but now we want you to complete a short exercise.

- Keep on top of any communication from where you are applying and be ready to drop other stuff to respond.
- Usually a tight deadline as they are either using this to vet you before an interview or to have at the interview.
- Get all the help you can get!
- No rules on what this might be or what the limit is.

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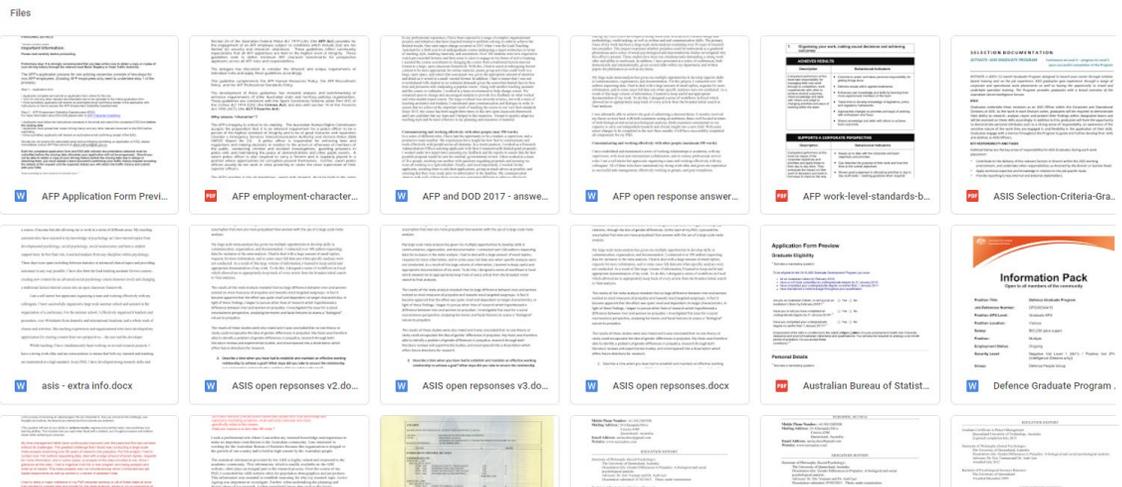
BIOSKETCH

- A biosketch is kind of like a CV which outlines your qualifications and skills but it also incorporates elements of a research statement.
- It is mostly used in the USA for some postdocs and is definitely used with National Institute of Health (NIH) funding
- Super specific format. They provide the template, you fill in the rest

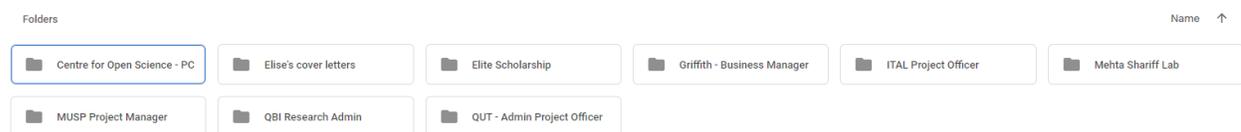
GENERAL TIPS AND TRICKS

- Proofread everything 100 times. A spelling error will stand out and haunt you forever!
- No single document will work for every job ad. You will chop and change 100 times for 100 jobs.
- Make sure you are addressing the right person with the right job.
- Get as much feedback as possible. But note that you will never get THE perfect document. You have to stop at some point and preferably before the submission deadline.
- Get organised. Have a folder for every job. Label every document for that job.
- Organise other important documents like certified passport, academic transcript, visa information, etc.

YOU WILL APPLY FOR A LOT OF JOBS. KEEP AT IT!



My Drive > Getting a real job! > Grad Job Apps > Job Apps



REJECTIONS AND NON-AWARDS

- 2019 - University lectureship (interviewed but denied post)
- 2019 - University Lectureship (interviewed but denied post)
- 2019 - Business Fellowship (not shortlisted)
- 2019 - Research Fellowship (not shortlisted)
- 2019 - European infrastructure grant (cut at first round)
- 2018 - Research Fellowship (not shortlisted)
- 2017 - Research Fellowship (not shortlisted)
- 2016 - University lectureship (not shortlisted)
- 2016 - Junior Research Fellowship (not awarded)
- 2015 - Junior Research Fellowship (not awarded)
- 2014 - International PhD competition (not shortlisted)

JOHANNES HAUSHOFER
CV OF FAILURES

Most of what I try fails, but these failures are often invisible, while the successes are visible. I have noticed that this sometimes gives others the impression that most things work out for me. As a result, they are more likely to attribute their own failures to themselves, rather than the fact that the world is stochastic, applications are crapsheets, and selection committees and referees have bad days. This CV of Failures is an attempt to balance the record and provide some perspective.

This idea is not mine, but due to a wonderful article in *Nature* by **Melanie I. Stefan**, who is a Lecturer in the School of Biomedical Sciences at the University of Edinburgh. You can find her original article here, her website here, her publications here, and follow her on Twitter under *@MelanieIStefan*.

I am also not the first academic to post their CV of failures. Earlier examples are here, here, here, and here.

This CV is unlikely to be complete – it was written from memory and probably omits a lot of stuff. So if it's shorter than yours, it's likely because you have better memory, or because you're better at trying things than me.

Degree programs I did not get into

- 2008 PhD Program in Economics, Stockholm School of Economics
- 2003 Graduate Course in Medicine, Cambridge University
Graduate Course in Medicine, UCL
PhD Program in Psychology, Harvard University
PhD Program in Neuroscience and Psychology, Stanford University
- 1999 BA in International Relations, London School of Economics

Academic positions and fellowships I did not get

- 2014 Harvard Kennedy School Assistant Professorship
UC Berkeley Agricultural and Resource Economics Assistant Professorship
MIT Brain & Cognitive Sciences Assistant Professorship
This list is restricted to institutions where I had campus visits; the list of places where I had first-round interviews but wasn't invited for a campus visit, and where I wasn't invited to interview in the first place, is much longer and I will write it up when I get a chance. The list also shrouds the fact that I didn't apply to most of the top economics departments (Harvard, MIT, Yale, Stanford, Princeton, Chicago, Berkeley, LSE) because one of my advisors felt they could not write a strong letter for them.

Awards and scholarships I did not get

- 2011 Swiss Network for International Studies PhD Award

RESOURCES

- Developing research and teaching statements

https://serc.carleton.edu/NAGTWorkshops/careerprep/jobsearch/research_statement.html

https://serc.carleton.edu/NAGTWorkshops/careerprep/jobsearch/teaching_statement.html

<https://career.ucsf.edu/pac-up-4-step-5>

- Samples materials

<https://career.ucsf.edu/grad-students-postdocs/career-planning/academic-jobs/applying/academic-samples>

- The Professor Is In – Research and Teaching Statements

<https://theprofessorisin.com/category/how-to-write-teaching-and-research-statements/>

- Biosketch

<https://grants.nih.gov/grants/forms/biosketch.htm>

<https://mdanderson.libguides.com/nihaccesspolicy/biosketch>

RESOURCES

- CV and Cover Letter Essentials

<https://ocs.fas.harvard.edu/event/essentials-resumes-cover-letters>

- UoM handy guides and workshops

<https://about.unimelb.edu.au/careers/selection-criteria>

<https://careers.unimelb.edu.au/students/applying-for-work>

<https://students.unimelb.edu.au/stop1/student-services-workshops-and-sessions>

- A CV of failures

<https://www.nature.com/naturejobs/science/articles/10.1038/nj7322-467a>