

A map of a city, likely Chicago, with several red pushpins marking specific locations. The map shows streets, highways, and landmarks. The pushpins are scattered across the map, with a concentration in the central and eastern parts. The text is overlaid on the map.

How to Gain Experience that Employers Value

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UNMC College of Public Health
February 18, 2014



COPH Career Services

- **In Person:** MCPH 3054
- **LinkedIn:** UNMC College of Public Health Students & Alumni
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- **Website:**
www.unmc.edu/publichealth/CareerServices.htm



COPH Career Services

<http://www.unmc.edu/publichealth/CareerServices.htm>

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Career Services

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Message from the Director

Job Search Services

Public Health Fellowships

External Job Databases

Public Health Job Opportunities

Professional Development for COPH Students

Events

Welcome to the College of Public Health's Career Services!

Services available to students and alumni include:


- Resume review
- Mock interviews
- Career panels
- Career counseling
- Career development educational sessions

Services available to employers include:

- Posting and marketing of open positions
- On-campus recruitment opportunities

For more information about any of these opportunities, or to schedule an appointment, please contact Career Services at: brenda.nickol@unmc.edu or 402-552-7226.

CONTACT CAREER SERVICES



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COPH Training

- Core Public Health Competencies
- Concentration-specific competencies
- Service Learning/Capstone Experience





Job Search Stages

MPH: You meet a minimum or preferred qualification

Resume & Cover Letter: You possess the skills and qualifications they are looking for

Interview.

- Your experiences demonstrate your skills and abilities to perform the job duties
- You are motivated to do the job
- You are a good fit for the organization

Job!



Building the Foundation for your Career

Seek out as many experiences as possible while a student





**How do you decide what
experience you need?**



Stage 1: Information Gathering



Personal Assessment

- First, start identifying what you are looking for in your career
- Write out your Professional Goals & Mission Statement
 - Why did you choose public health? Your concentration?
 - What difference do you hope to make with your career?
 - What classes have you enjoyed most?
 - What jobs have you seen or heard of that appeal to you?



Personal Assessment

- Think about past jobs and what you have liked and not liked about the:
 - People (team dynamic, values)
 - Position (tasks, responsibilities)
 - Place (organizational culture)



Research Possible Careers

- *101 Careers in Public Health* by Beth Seltzer
- Professional Associations
- ASPH websites
 - What is Public Health?
 - This is Public Health
 - I am Public Health
- LinkedIn
- Job Shadow
- Conference presenters
- Guest lecturers





Informational Interviews

- Identify people who inspire you and/or who have careers that interest you
- Schedule informational interview, in person or via phone
 - Prepare ahead of time—do your research and compose questions
 - Make a professional, enthusiastic, genuine impression
 - Send a Thank You note



Example Informational Interview Questions*

- How did you get to where you are now?
- What skills and competencies are required for your job? Is there a typical career path that most people follow?
- What do you like best? What is most challenging?
- What experience do you recommend I get if I am interested in a similar career?
- What resources (associations, journals, etc.) do you recommend?
- What do you wish you had known when you were starting out?
- Is there anyone else that you recommend I speak with to learn more about _____?



Stage 2: Identify a Couple of Viable Career Paths



Gaps Analysis

- Start looking at job postings early
- Compile a list of common requirements and preferred skills
- Make an honest inventory of the skills and experience you have
- Make a plan to gain experience in required areas that you are missing

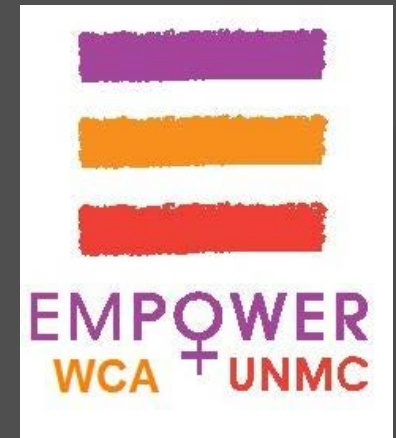


Stage 3: Get the Experience



How do you get experience as a student?

- Student organizations
- Volunteer
- Community coalitions & Professional Memberships
- Student employment
- Research projects





Student Organizations & Events

- COPH Student Association
- UNMC Student Groups
- Legacy Projects
- Start your own!



Student Orgs & Events: Job Skills

- Strategic planning
- Program planning, implementation, evaluation
- Needs assessment
- Fund development (grants, fundraising)
- Communication skills
- Collaboration skills
- Leadership & management skills
- Conflict management skills



Volunteer

- Legacy Projects
- Coordinate with a group of students
- Look for events of interest
- Volunteer Section on Career Services site



Volunteering: Job Skills

- Networking
- Potential skills—limitless



Community Coalitions & Professional Memberships

- Ask faculty & staff members about relevant groups
- Make this one of your questions during informational interviews
- Look at conference programs, association websites and publications
- Get involved with committees



Community Coalitions & Professional Memberships: Job Skills

- Networking
- Meeting planning and facilitation (schedule, agenda, notes, etc.)
- Communication skills (email, conference calls, in person)
- Strategic planning
- Program planning
- Abstract reviews
- Additional training/professional development



Research Projects

- Class projects
- Work with faculty
 - Data entry
 - Data analysis
 - Transcribing
 - Assist with focus groups, interviews, surveys
- CEESP
- SL/CE



Research Projects: Job Skills

- Research design and execution
- Writing skills
- Collaboration
- Content expertise
- Research methods
- Data skills
- Scientific writing and presentation
- Disseminating information to a professional and/or lay audience



Student Employment

- Assistantships
- Work study
- Hourly



IDP: A Tool to Manage the Process



Why Individual Development Plans (IDPs)?

- People who have a written, structured plan for achieving their goals are more likely to achieve them.



IDP Purpose

- Provide a planning process to address professional development needs and achieve career objectives
 - Identify milestone for achieving specific objectives
- Serve as a communication tool between individuals and their mentors
 - Clearer sense of expectations
 - Identify resources and opportunities



Goals of an IDP

Help individuals identify:

- Long-term career options they wish to pursue and the necessary tools to meet these; and
- Short-term needs for improving current performance



IDP Process

1. Self Assessment & Reflection
2. Review with Mentor
3. Write your IDP
 - a) Select 2-3 areas
 - b) Determine goals & activities
 - c) Timeframes & measures
4. Revise, Review & Modify as needed



Keep track of everything!

- Compile your 'master' resume
- Document:
 - Work experience
 - Volunteer experience
 - Presentation titles
 - Grants you work on
 - Major class projects
 - Leadership positions
 - Honors/Awards





Save the Date!

- Monday, March 10th, 1-2pm

Effective Résumés and Cover Letters

- Tuesday, April 15th, 4-5pm

Preparing for the Interview Process

Details, handouts, recordings, etc.:

<http://www.unmc.edu/publichealth/events.htm>



Questions?



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