Career Planning with Individual Development Plan

Po-Tsan Ku, PhD, MBA
Career Development Specialist for Graduate Students and Postdocs

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Common STEM Career Paths

- **Academic**
  - Principal investigator in a research-intensive institution
  - Research staff in a research-intensive institution
  - Combined research and teaching careers
  - Teaching-intensive careers in academia
  - Research administration
  - University administration
- **Communication**
  - Science education for non-scientists /science outreach
  - Science writing
  - Science policy
- **Industry**
  - Research in industry
  - Sales and marketing of science-related products
  - Support of science-related products
  - Drug/device approval and production
  - Scientific/medical testing
  - Data science & software development
- **Education**
  - Science education for K-12 schools
  - E-learning & instructional design
- **Government**
  - Public health related careers
  - Science policy
  - Conservation
  - Drug/device approval
  - Scientific/medical testing
  - Research & development
  - Research administration
- **Intellectual property**
  - Patent law
  - Technology commercialization
- **Nonprofit**
  - Conservation
  - Nonprofit management
  - Research & development
  - Data science
  - Think tank
- **Clinical**
  - Clinical research management
  - Clinical practice
- **Business**
  - Business of science
  - Finance
  - Entrepreneurship

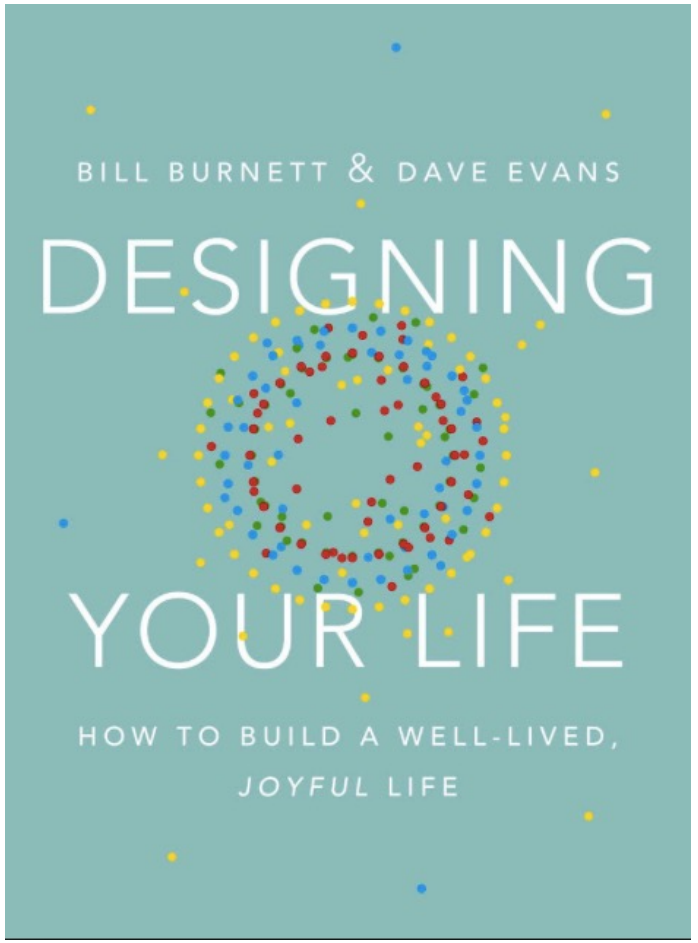
CNS Individual Consultations – Personal Career Portal

- Career exploration
  - Identify viable career options
  - Strategy to launch your career
  - Find networking contacts
  - Informational interview
- Job application fundamentals
  - Job/internship search strategies for non-academic jobs
  - Academic job search (faculty and postdoc positions)
  - CV, cover letter, research statement and teaching statement
  - Identifying the skills that transfer to non-academic jobs
  - Converting CV to resume
  - Resume and cover letter review and editing
  - Interview preparation
- Offer evaluation and salary negotiation

Po-Tsan Ku, Career Development Specialist for Graduate Students and Postdocs
Make an appointment:
Email: po-tsan.ku@austin.utexas.edu

Think Like a Designer

- Curiosity
  - Generate lots of ideas and explore options
- Bias to action
  - Prototype experiences and conversation
- Reframing
  - Step back, examine biases and move toward a solution
- Radical collaboration
  - Build a mentoring team



My IDP – Self-Assessment

my IDP INDIVIDUAL DEVELOPMENT PLAN
Science Careers

LOG ON | CONTACT US | ABOUT myIDP | ABOUT *Science* Careers

AAAS

You have put a lot of time and effort into pursuing your PhD degree. Now it's time to focus on how to leverage your expertise into a satisfying and productive career. An individual development plan (IDP) helps you explore career possibilities and set goals to follow the career path that fits you best.

myIDP provides:

- Exercises to help you examine your skills, interests, and values
- A list of 20 scientific career paths with a prediction of which ones best fit your skills and interests
- A tool for setting strategic goals for the coming year, with optional reminders to keep you on track
- Articles and resources to guide you through the process

There is no charge to use this site and we encourage you to return as often as you wish. To learn more about the value of IDPs for scientists, read the first article in our myIDP series.

Click below to get started.

First Time Here? Returning User

Authored by:
Cynthia N. Fuhrmann, Ph.D. (UCSF) Jennifer A. Hobin, Ph.D. (FASEB)
Bill Lindstaedt, M.S. (UCSF) Philip S. Clifford, Ph.D. (MCW)

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MEDICAL COLLEGE OF WISCONSIN
advancing the life sciences 1912-2012 FASEB Federation of American Societies for Experimental Biology

Explore career path matching your interests, skills, and values

My IDP – Consider Career Fit

Consider Career Fit

Quick Tips | My Career Path Matches

The table below lists career paths commonly followed by PhD-level scientists.

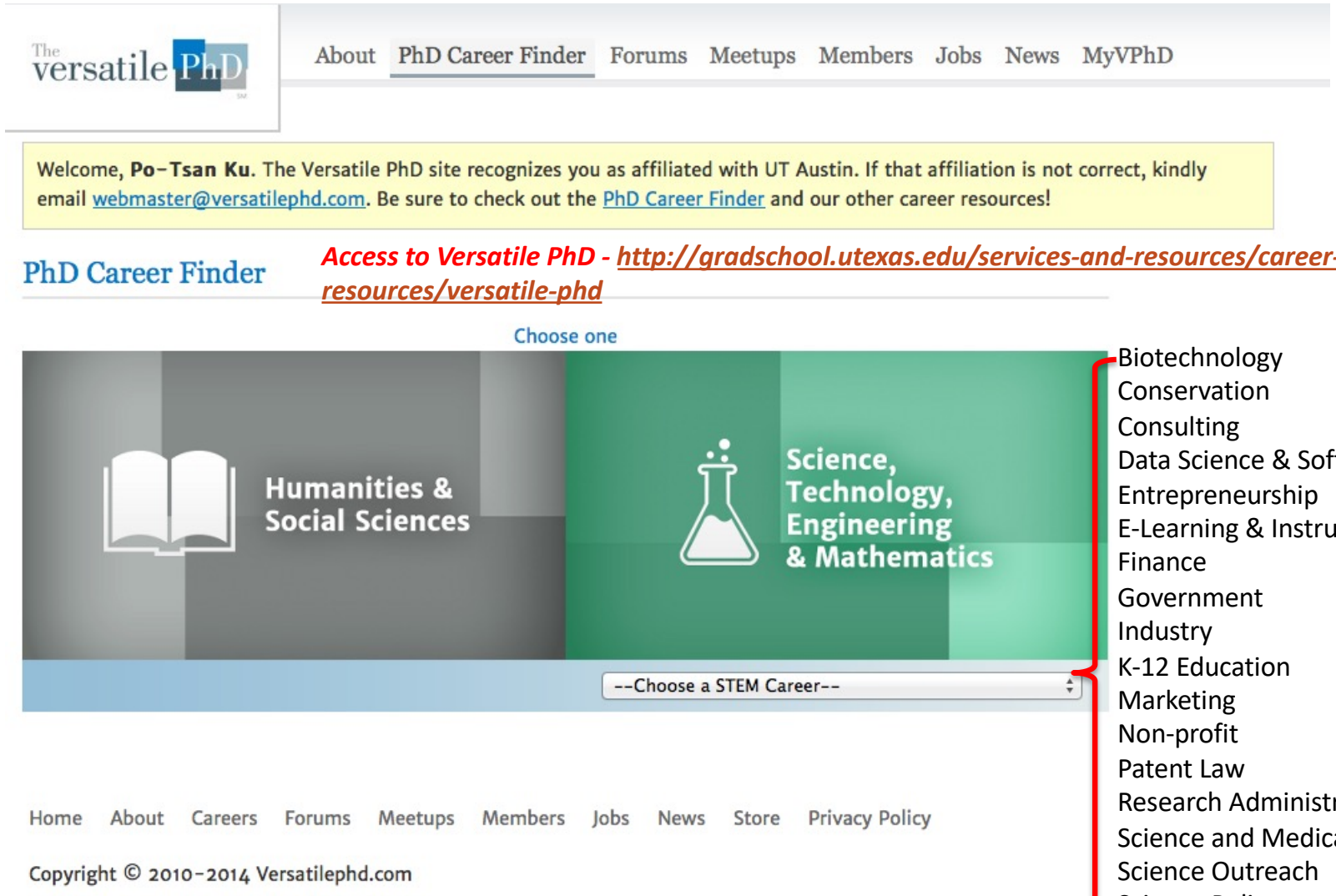
Click on the percentages in the right-hand columns to see how your skills and interests compare to the skills and activities most important to each career path category (as rated by professional career advisors). Return to the Quick Tips to learn about how these match scores v
feel that these results limit your career options. You may be able to improve key skills to allow success in any career path.

Click anywhere in the "Values" column for a list of questions to help you think about how your values may fit into each path. Keep these questions in mind as you learn more about each career path in later sections of the module.

Career Path	Skills Match	Interests Match
Sales and marketing of science-related products: Medical science liaison; technical sales representative; marketing specialist	96%	86%
Support of science-related products: Technical support specialist; field application specialist; product development scientist or engineer	97%	80%
Intellectual property: Patent agent; patent attorney; technology transfer specialist	93%	81%
Research administration: Research administrator in private or public research institutions, government or academia, including compliance officers, grants and contracts officers; dean or director of research programs	90%	83%
Drug/device approval and production: Regulatory affairs professional; quality control specialist	96%	77%
Public health related careers: Public health program analyst or evaluator; epidemiologist; biostatistician; medical informaticist	96%	75%
Science policy: Public affairs/government affairs staff at scientific societies, foundations, government entities, or think tanks	89%	81%
Business of science: Management consultant; business development professional in a biotech company; venture capitalist; market researcher; investment analyst	87%	81%
Scientific/medical testing: Testing specialist in an environmental, public health, genetics, or forensic science setting (intelligence agencies, federal/state departments of justice); clinical diagnostician	98%	70%
Clinical research management: Clinical research project/trials manager or coordinator	95%	73%
Clinical practice: Clinician such as genetics counselor, therapist, physician	93%	74%
Science education for non-scientists: Education or public outreach specialist such as at a science museum or scientific society	87%	78%
Science writing: Science, medical, or technical writer or journalist; science editor; science publisher	84%	78%
Entrepreneurship: Starting your own business	83%	75%
Teaching-intensive careers in academia: A primarily teaching faculty position in a research university, liberal arts college, community college	85%	71%
Science education for K-12 schools: Classroom teacher; curriculum developer; science specialist	82%	71%
Combined research and teaching careers: Faculty at a liberal arts college or university whose job includes both research and major teaching responsibilities	83%	61%
Research staff in a research-intensive institution: Staff scientist or researcher in academia or government, lab manager, director of a multi-user research facility in an academic institution	88%	54%
Research in industry: Discovery or preclinical researcher; manager of a research team or facility	83%	58%
Principal investigator in a research-intensive institution: Independent researcher at a medical school, private research institute, government lab or university with minimal teaching responsibilities	77%	47%

Explore a number of different careers that you might not have known about previously

Versatile PhD



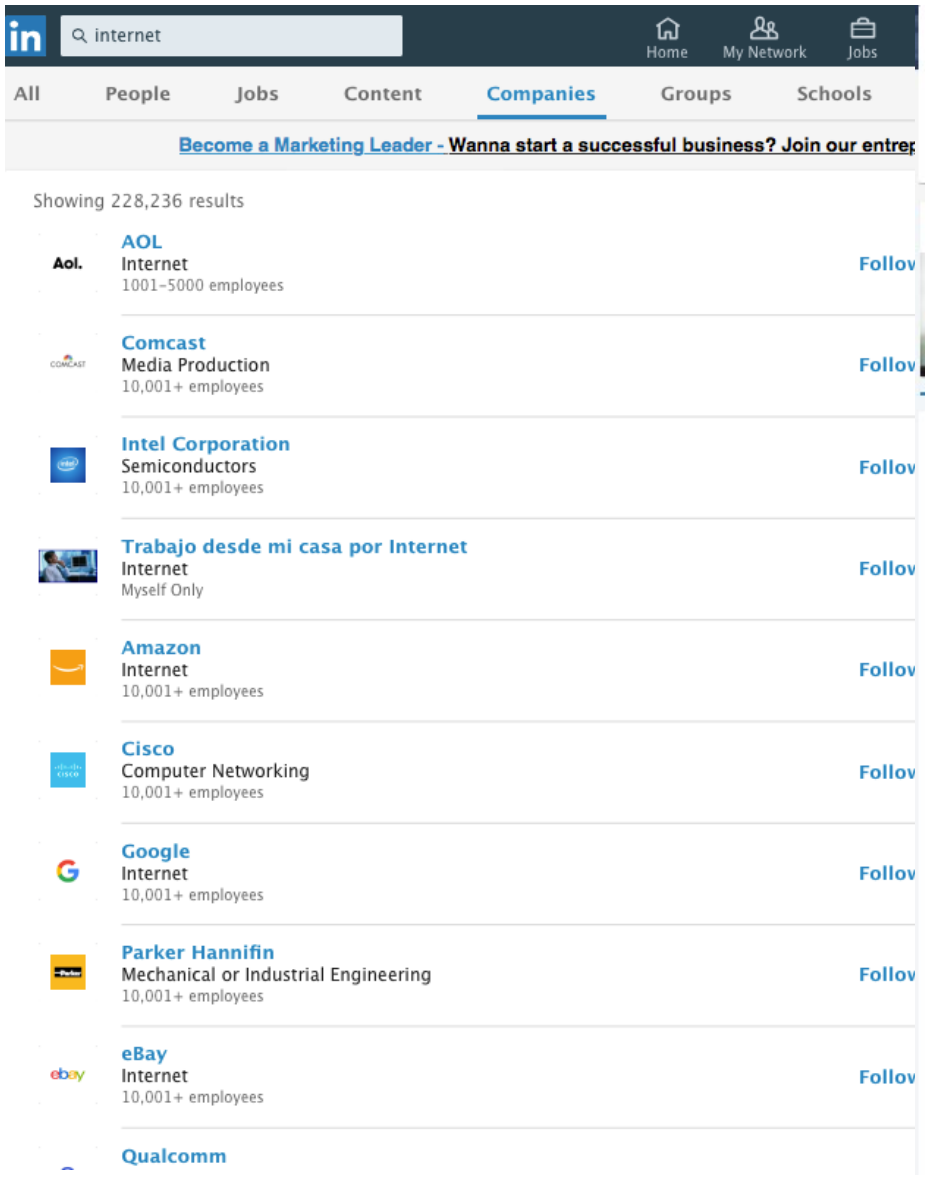
Access to Versatile PhD - http://gradschool.utexas.edu/services-and-resources/career-resources/versatile-phd

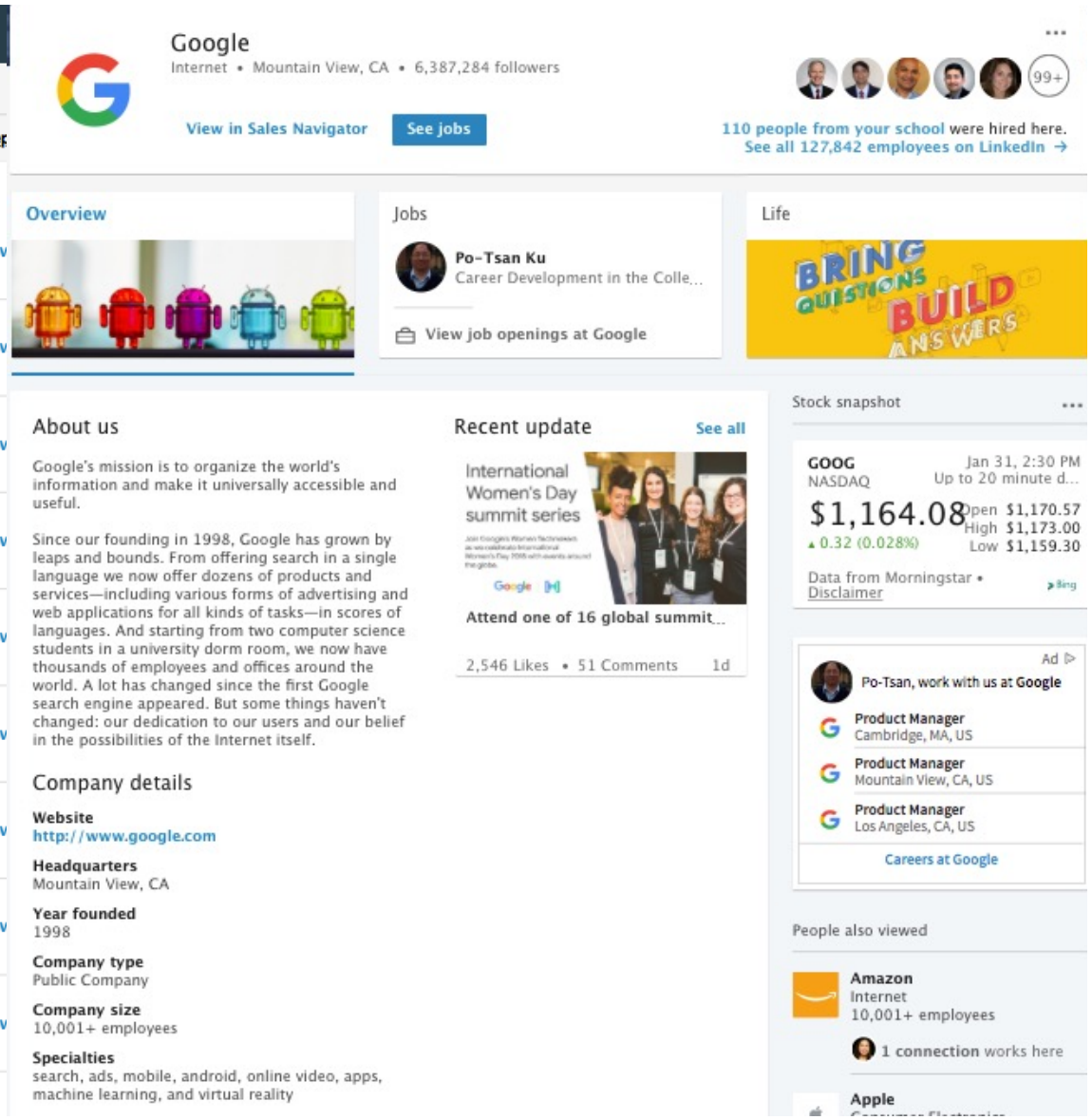
- Biotechnology
- Conservation
- Consulting
- Data Science & Software Development
- Entrepreneurship
- E-Learning & Instructional Design
- Finance
- Government
- Industry
- K-12 Education
- Marketing
- Non-profit
- Patent Law
- Research Administration
- Science and Medical Writing
- Science Outreach
- Science Policy
- Technology Commercialization
- University Administration

Perspectives and candid information about various career paths

LinkedIn: Company Page

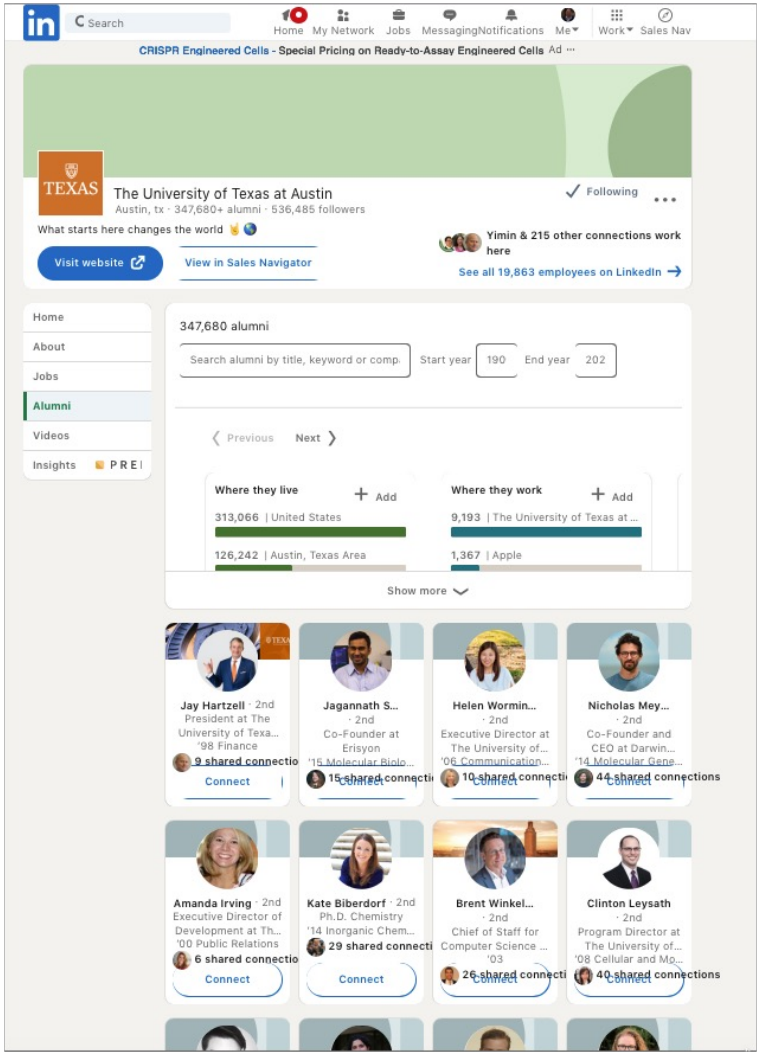
LinkedIn industry search codes:
http://www.patrickomalley.com/linkedin-industry-list-advanced-search.html





Career Paths for STEM Alumni

- UT Austin alumni page on LinkedIn



On-Campus Job Search Tool – Career Fairs

- Engineering EXPO
- Technology and Science Career Fair
- Communication Job & Internship Fair
- Liberal Arts Career & Internship Fair
- Bioscience and Biotechnology Career Fair

Great Career Exploration and Networking Opportunity

CNS Professional Development Opportunities

- Professional development seminars – non-academic career exploration
  - Medical science liaison career panel discussion
  - Biotechnology industry career panel discussion
  - Data science career panel discussion
  - Business of science career panel discussion
  - Materials science career panel discussion
  - Semiconductor industry career panel discussion
  - Project management career panel discussion
  - Software engineering career panel discussion
  - Conservation career panel discussion
  - Policy career panel discussion
  - Science communication career panel discussion
  - Government career panel discussion
  - Bioinformatics career panel discussion
  - Machine learning career panel discussion
  - Nonprofit career panel discussion
  - Intellectual property career panel discussion
  - Scientific and medical testing career panel discussion
  - Working with start-up companies career panel discussion
  - User experience research career panel discussion
  - University administration career panel discussion
  - Clinical research management career panel discussion

CNS Professional Development Opportunities

- Grant-writing workshops
  - Funding opportunities: CNS Strategic Research Initiatives website
  - NSF Graduate Research Fellowship Program (NSF GRFP), the NIH National Research Service Awards (NIH NRSA), and the NIH Pathway to Independence Awards (K99/R00)

CNS Professional Development Opportunities

- Concentrations/electives
  - Concentration in Teaching and Mentoring, 3-seminar series offered through TIDES (the Texas Institute for Discovery Education in Science)
  - Partnering with McCombs School of Business, Moody College of Communication, and LBJ School of Public Affairs to develop Concentration in Leadership and Project Management, Concentration in Communicating Science, and Concentration in Science and Public Policy, respectively
  - Scientists as Writers course
  - STEM Certificate in Project Management
- Data analysis workshops
  - Basic software and hardware
  - Basic statistical methods
  - Design and applications (SQL, Next Generation Sequencing, Machine Learning)

https://cns.utexas.edu/info-graduate-students-postdocs/electives-concentrations

CNS Professional Development Opportunities

- CNS outreach opportunities
  - Hot Science – Cool Talks (Host: Environmental Science Institute, UT Austin)
  - Present your PhD to a 12 yr-old (Graduate Science Outreach student group)
  - Scientist in Residence Programs (Hosts: Marine Science Institute and Environmental Science Institute, UT Austin)
  - Shadow a Scientist (Host: Freshman Research Initiative, UT Austin)
  - UTeach Outreach (Host: UTeach)

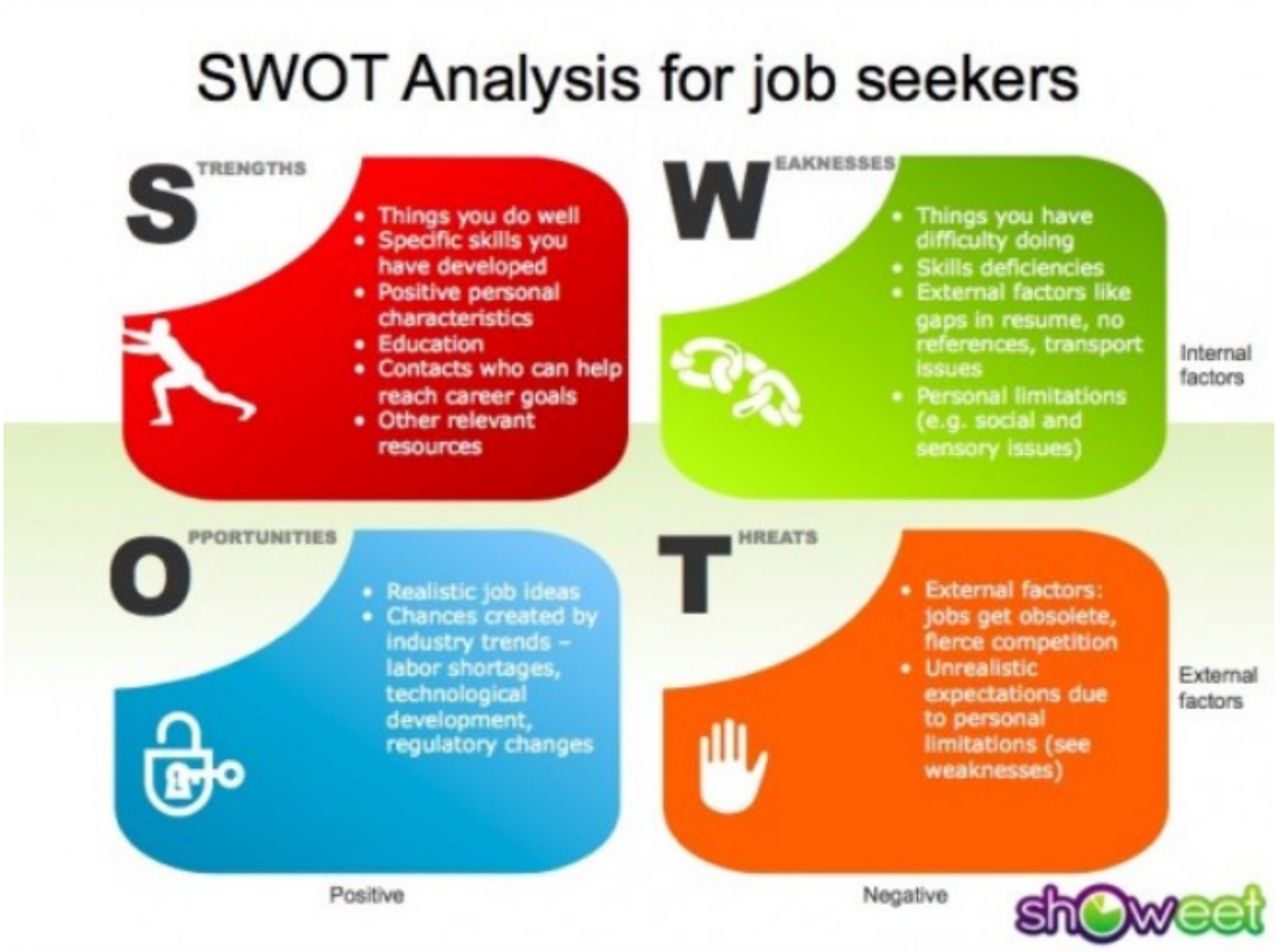
University Professional Development Opportunities

- Texas Venture Labs, a business/entrepreneurship training program offered through the McCombs School of Business
- Herb Kelleher Entrepreneurship Center
- UT CONNECT program
- UT Archer Fellowship
- The University Writing Center offers free writing support to all UT graduate students. They welcome writers from all programs at all stages of graduate study, and offer individual consultations, weekly writing groups, workshops, and all-day writing retreats
- The Faculty Innovation Center provides an array of resources and services to promote innovation and excellence in teaching and learning
- The Graduate School and Office of Career & Life Design have partnered to provide a variety of workshops to prepare for both academic and non-academic career paths

Summary of Resources for IDP

- Individual Consultations
- MyIDP from AAAS
- Versatile PhD
- LinkedIn
- Career Fairs
- Making the Right Moves
- Career and Professional Development Opportunities

SWOT Analysis for Career Planning



Adapted from Career reflections with SWOT analysis,
https://historyofbadparties.net/2012/04/17/goal-2-professional-development-ii-career-reflections-with-swot-analysis-2/

Prototyping Experiences in Career Planning

Informational Interviews

- Purpose – to obtain information from people in different career
- Learn duties, qualifications, and personality traits of people in the target role
- Learn experience needed
- Learn trends in career field
- Ask for additional professional contacts
- Identify your connections – friends, relatives, fellow students, co-workers, neighbors, professional organizations, organizational directories, and LinkedIn

Set Skills Goals

Scientific Knowledge

Improve	*Skill Area*
☐	Broad based knowledge of science
☐	Deep knowledge of my specific research area
☐	Critical evaluation of scientific literature

Research Skills

Improve	*Skill Area*
☐	Technical skills related to my specific research area
☐	Experimental design
☐	Statistical analysis
☐	Interpretation of data
☐	Creativity/innovative thinking
☐	Navigating the peer review process

Communication

Improve	*Skill Area*
☐	Basic writing and editing
☐	Writing scientific publications
☐	Writing grant proposals
☐	Writing for nonscientists
☐	Speaking clearly and effectively
☐	Presenting research to scientists
☐	Presenting to nonscientists
☐	Teaching in a classroom setting
☐	Training and mentoring individuals
☐	Seeking advice from advisors and mentors
☐	Negotiating difficult conversations

Set goals to improve the skills that are necessary for your chosen career path

Why New Hires Fail

A three-year study compiling results from hiring managers found that 50 percent of newly hired employees failed before finishing their second year due to poor interpersonal skills, such as accepting feedback, conflict resolution, and managing emotions; and only 11% failed because they lacked the necessary technical skills.

Why New Hires Fail (Emotional Intelligence Vs. Skills):
http://www.leadershipiq.com/blogs/leadershipiq/35354241-why-new-hires-fail-emotional-intelligence-vs-skills

Must Have Career Readiness Competencies

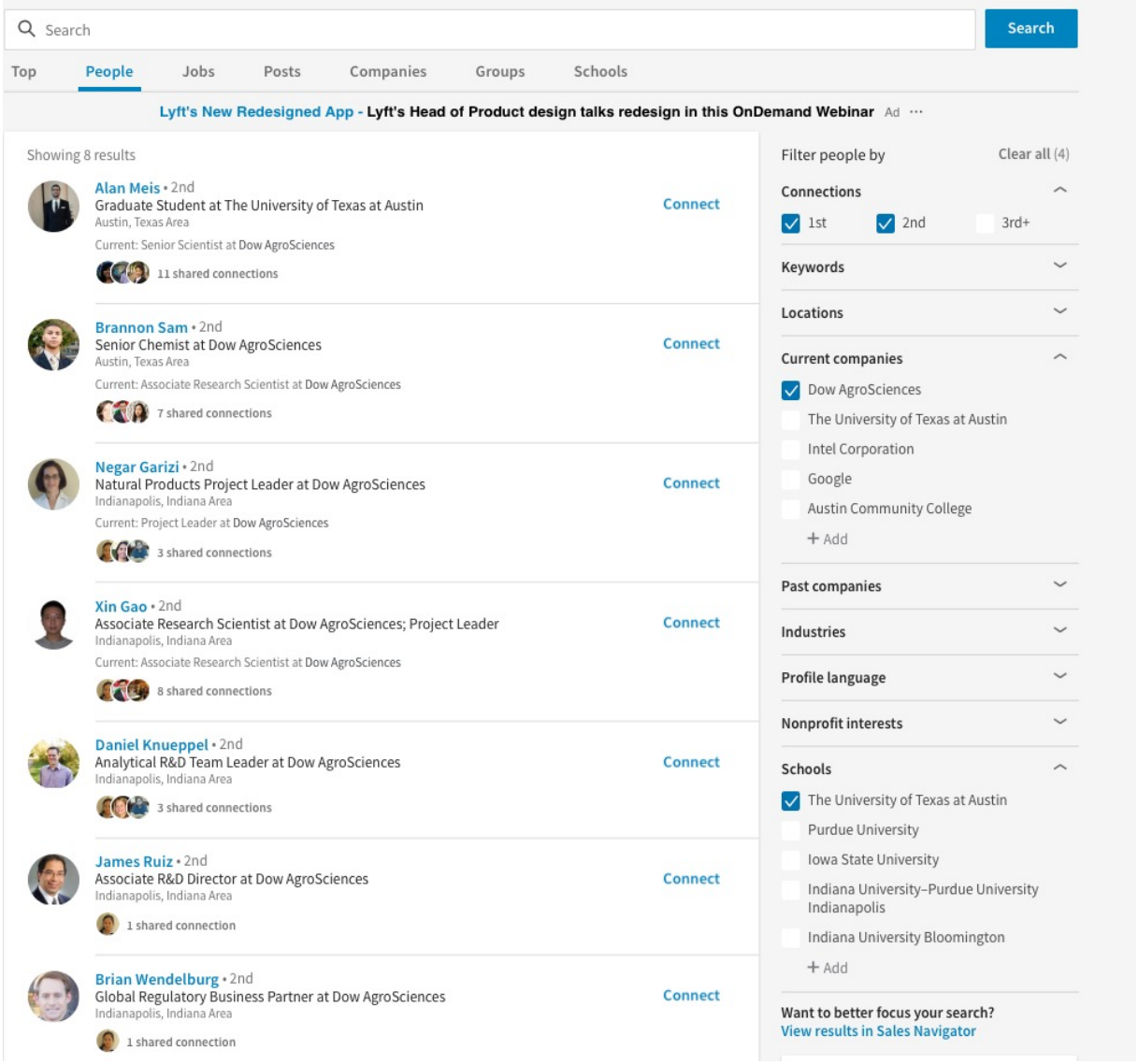
- Survey of employers nationwide has identified four "must have" career readiness competencies:
  - Critical thinking/problem solving
  - Conflict management
  - Team work/process management
  - Write and speak with clarity and ease
- For each of the four "must have" career readiness competencies:
  - What employers expect of you
  - How to develop this competency
  - How to demonstrate this competency

Job Outlook 2016 Spring Update, National Association of Colleges and Employers - See more at: http://www.naceweb.org/s04202016/four-career-readiness-competencies.aspx?utm_source=spot-col&utm_medium=email&utm_content=txt&utm_campaign=content#sthash.qlAygHFl.dpuf

Mentoring Team

- Choose a mentoring team
  - Seek multiple mentors, each with a different perspective or expertise that fit your development needs.
- Build a mentoring relationship
- Review and revise your career plan

LinkedIn for Networking – Advanced People Search



Choose contacts: functional relevance > relative seniority > location

Professional Society Conferences for Networking

- Target
  - Speakers
  - Exhibitors
  - Poster presenters
- Outreach
- Engagement

Roadmap to Achieve Long-Term Career Goal

Build a supporting network

Identify and develop skills

Choose a career path

Keep your options open

Questions to Consider about Your IDP

- What are your top three career choices?
- Were any of these surprising to you?
- How well do you think these three careers capture your current interests?
- Do you have career tracks where you would like to find more information?
- What are some steps you could take (outside of lab) that might help you explore these careers?
- Do you know how to find opportunities to support your development in exploring any of these careers?
- You should discuss your career plans with your PI. Then, every year you should revisit your IDP, ideally with your PI in an annual meeting. This will allow you to reassess and refine your career plans as you move through graduate school.

Sample IDP for Graduate Student

Career options:

Combined Research and Teaching Careers: (Skills match 78%, Interests Match 82%)
Faculty at a liberal arts college or university whose job includes both research and major teaching responsibilities.

Principle investigator or research staff in a research-intensive institution: (82%, 75%)
Independent researcher or staff scientist at a medical school, private research institute, government lab or university with minimal teaching responsibilities.

SMART goals based on IDP:
Skill Goals:
Statistical Analysis
- -Take python course by next year

Time Management
- -Have better weekly and monthly plans
- -talk with my supervisor at our weekly meetings about what I want to get done that week, and have him hold me to it.

Technical skills related to my specific research area
- -Learn to analyze miniscope data
  - -Learn python
  - -Work with xxxxx on time-series and decoding analyses
  - -Work with xxxxx on miniscope specific CNMF-E analysis

Career Advancement Goals:
-Form dissertation committee and regularly meet with them (at least twice a year)
-Go to a conference once a year to network and meet other scientists
- -present a poster at this meeting

-Publish one or two papers before leaving grad school
-Attend UT seminars to advance conceptual neuroscience knowledge
-Work on mentoring and teaching skills
- -Mentor undergrads in lab and through the Neuroscience Undergraduate Reading Program
- -Guest lecture in Neural Systems II once a year

APPENDIX

What Got You Here Won't Get You There

Po-Tsan Ku, PhD, MBA
Career Development Specialist for Graduate Students and Postdocs

June 14, 2016

What Got You Here Won't Get You There: How Successful People Become Even More Successful by Marshall Goldsmith

Luminex Sample Job Description – Senior Scientist

JOB REQUIREMENTS

Competencies:

- Conflict Management—settles disagreement and disputes equitably
- Problem Solving— identifies complex problems and reviews related information to develop and evaluate options and implement solutions
- Process Management—ability to simplify complex processes and to organize people and activities
- Timely Decision Making—decisions can be made quickly even under tight deadlines and pressure

Required Education/Training:

- PhD in Physics, Biophysics, Electrical Engineering, Materials Science, Biomedical Engineering, or related field. MS with equivalent experience.

Required Certifications/License/Special Skills:

- Experience developing instrumentation used for biological testing.
- Experience in the use of statistical methods in the interpretation of clinical/biological data.
- Entrepreneurial determination and ability to drive ideas through initial barriers.
- Ability to influence the way others look at problems.
- Demonstrated ability bringing highly complex systems from concept to market is a plus.
- Demonstrated ability to root cause failures in complex systems.
- Expertise in C++ programming, MATLAB, LabVIEW, R, Python, JMP and/or Perl highly desirable.
- Ability to work independently and with minimal supervision.
- Ability to handle the pressure of meeting tight deadlines.
- Highly organized with proven time management and prioritization skills.
- Enthusiastic and highly motivated.

Genentech Sample Job Description – Sr Scientific Researcher

Who You Are
Technical skills:

The successful candidate will have many of the following characteristics: a detailed knowledge of biochemistry and protein engineering, experience in the use of protein conjugation and protein purification techniques including affinity, ion exchange, size exclusion (SEC), hydrophobic interaction and reverse phase chromatography using HPLC and FPLC platforms. Detailed knowledge of protein characterization by techniques such as mass spectroscopy (LC/MS), SEC / Laser Light Scattering (MALLS), calorimetry, (DSC or ITC), SDS-PAGE, ELISA and immunoblot, as well as determination of ligand binding constants and enzyme kinetics using surface plasmon resonance (SPR), fluorogenic reagents and ligand assays. Knowledge of related techniques such as protein expression in mammalian cells and mammalian cell culture will be helpful.

Education and Experience:

A Masters of Science (M.S.) or Ph.D. in biochemistry, chemistry, molecular biology or related discipline and three or more years of technical experience in areas related to protein chemistry are required. Excellent communication and interpersonal skills are essential and demonstration of these skill will be an important component of the interview process. Expertise with standard text, graphic, and presentation software required and familiarity with database/data archival software systems is desired.

Apple Sample Job Description – Software Tools Developer

Key Qualifications

• 3+ years of C and/or C ++ programming experience. High level application development with Multithreaded programming experience. SW version control.
• Python/Perl and Unix scripting
• Understanding of computer architecture, hardware, firmware, operating systems, and user applications, and the interactions between them
• Familiarity with Mac hardware and software is preferred

Other desirable but not required qualifications:

• Experience developing SW drivers for Ethernet, UART and USB communication
• Experience to read Board-level schematics
• Experience using and automating test using Lab equipment (Multimeters, power supplies, oscilloscopes etc)

Soft Skills:

• Exceptional problem solving skills
• Independent, self-starter, with good interpersonal skills, and ability to lead.

Why New Hires Fail

A three-year study compiling results from hiring managers found that 50 percent of newly hired employees failed before finishing their second year due to poor interpersonal skills, such as accepting feedback, conflict resolution, and managing emotions; and only 11% failed because they lacked the necessary technical skills.

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  - How to develop this competency
  - How to demonstrate this competency

Job Outlook 2016 Spring Update, National Association of Colleges and Employers - See more at: http://www.naceweb.org/s04202016/four-career-readiness-competencies.aspx?utm_source=spot-col&utm_medium=email&utm_content=txt&utm_campaign=content#sthash.qlAygHFl.dpuf

CRITICAL THINKING/PROBLEM SOLVING

What Employers Expect of You

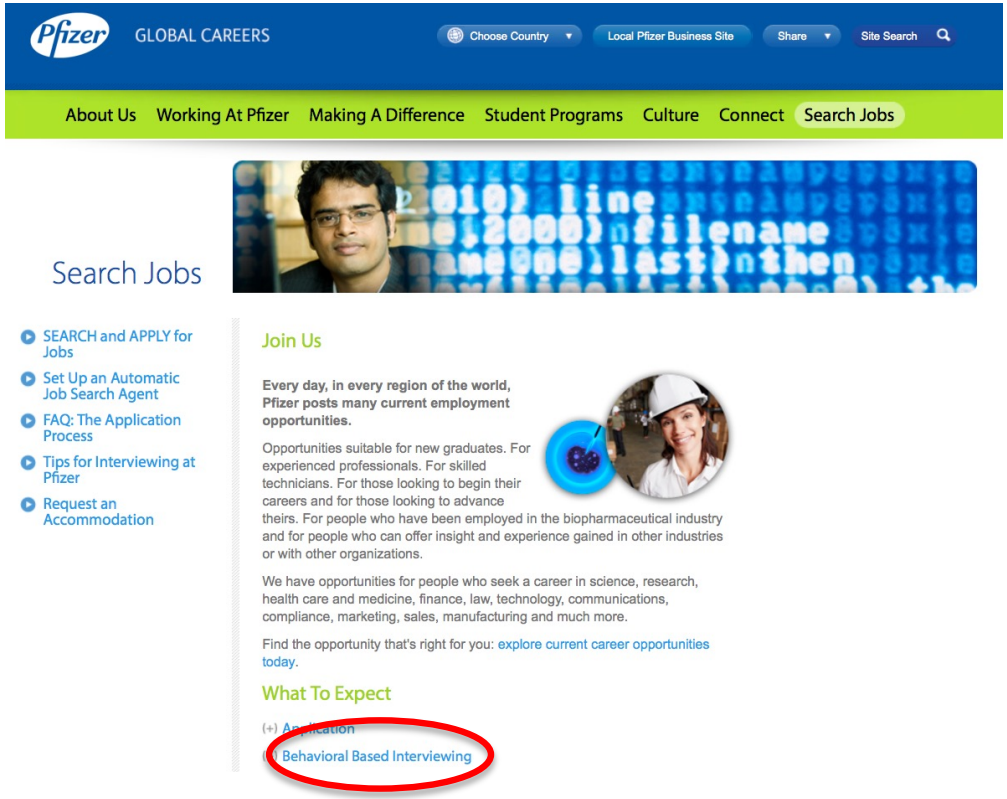
- Solve problems associated with your daily tasks to keep projects moving
- Deal with confusing or ambiguous situations and make timely decisions
- Identify and solve complex problems in a logical and rational manner across departmental groups boundaries
  - Identify and define problem
  - Gather facts/review related information (statistics, time factor, history, all parties involved)
  - Identify the root cause (personnel, process, procedure)
  - Brainstorm possible solutions (be creative)
  - Narrow list to the best solutions
  - Evaluate solutions (pros, cons, resources required)
  - Implement the final solution (who, detailed process, timeline, communication)

How to Develop This Competency

- Develop creative solutions to problems associated with your thesis projects
- Freelance scientific consulting
- Internship or short-term projects in industry
- Texas Venture Labs, McCombs School of Business

How to Demonstrate This Competency

- Describe a relevant experience in your resume
  - Ensure bullets show a specific task (what is the problem, issue, challenge), action (how do you accomplish the task), and quantifiable result/impact
- Behavioral interview questions
  - From time to time we all deal with confusing or ambiguous situations. Tell me about a recent work experience when you had to solve a problem without having all the necessary background information readily at hand.
  - Tell me about a difficult decision you have made in the past year in your work life.
  - Describe an instance when you had to think on your feet to extricate yourself from a difficult situation.



Use Vivid Examples to Respond to Behavioral Questions

Problem or Situation

Action You Took

Result

Lesson Learned

CONFLICT MANAGEMENT

What Employers Expect of You

- Settles disagreement and disputes equitably
- Build and sustain professionally significant and interdisciplinary relationships
  - Knowing how to relate well to people significantly contributes to organizational effectiveness

How to Develop This Competency

- Learn about and appreciate different cultures
- Learn about different personalities and how they approach various situations and how they would like to be treated
- Learn the techniques on how to hold crucial conversations (as these create significant shifts in attitude and behavior) in a positive space when surrounded by highly charged emotions
  - Start with the heart (i.e empathy and positive intent)
  - Stay in dialogue
  - Make it safe
  - Don't get hooked by emotion (or hook them)
  - Agree a mutual purpose
  - Separate facts from story
  - Agree a clear action plan

Emotional Intelligence by Daniel Goleman

Crucial Conversations: Tools for Talking When Stakes Are High, Second Edition by Kerry Patterson

How to Demonstrate This Competency

- Describe a relevant experience in your resume
  - Ensure bullets show a specific task (what is the problem, issue, challenge), action (how do you accomplish the task), and quantifiable result/impact
- Behavioral interview questions
  - Tell me about a time when you had a conflict or difference of opinion with a colleague and how did you resolve the conflict.
  - Can you give me an example of a time when you had to give someone feedback/criticism and s/he did not respond well?

TEAM WORK/PROCESS MANAGEMENT

What Employers Expect of You

- Work well as part of a team across functional, business units locally, nationally, or globally (overcoming personality, language, cultural and time zone barrier)
- Function well both in-person or on-line
- Guidelines for successful team effort:
  - Set clear, unambiguous objective(s)
  - Follow responsibility assignment matrix, also known as RACI matrix for effective process management
    - Responsible: Those who do the work to achieve the task.
    - Accountable: The one who is ultimately answerable for the correct and thorough completion of the deliverable or task.
    - Consulted: Those whose opinions are sought, typically subject matter experts.
    - Informed: Those who are kept up-to-date on progress, often only on completion of the task or deliverable.
  - Clear, unambiguous, regular communication between team members
  - Resources readily available
  - Timeline

How to Develop This Competency

- Seek out opportunities to collaborate with other researchers locally, nationally, or globally
- Join student organizations on campus such as Graduate Student Assembly
- Volunteer in community services/organizations
- Work as a team on course projects
- Texas Venture Labs, McCombs School of Business

How to Demonstrate This Competency

- Describe a relevant experience in your resume
  - Ensure bullets show a specific task (what is the problem, issue, challenge), action (how do you accomplish the task), and quantifiable result/impact
- Behavioral interview questions
  - Can you give me an example of a time you had to work on a team and talk about both positive and negative aspects of that experience?
  - Describe a situation where you were able to motivate others to do a good job on a particular assignment.
  - Describe a situation where you had to arrive at a compromise or guide others to a compromise.

WRITE AND SPEAK WITH CLARITY AND EASE

What Employers Expect of You

- Communicate effectively within organizations and with outside audiences
  - Written: Written communication could apply to writing for the web, composing interoffice memos and correspondence or legal briefs, constructing employee handbooks or technical manuals or drafting performance appraisals
  - Listening: Employee is expected to be capable of communicating in a fluid, back-and-forth manner that engages other employees, managers, supervisors and executives alike
  - Verbal: Employee is expected to develop a rapport with your audience, whether they're rank-and-file employees, executives in the board room, irate customers or customers who are so satisfied they want to express their appreciation
  - Audience: Employee is expected to be capable of adjusting their communication style to suit the audience, detecting what their needs are and how best to deliver a message to them
- Go beyond the basics of good grammar, composition, and public speaking to include the ability to influence people from their view points to yours, or to that of your department or organization
  - The ability to communicate through persuasion and justification is highly valued

What Do Employers Mean When They Ask for Excellent Communication Skills?

InternQube: Professional Skills for the Workplace by Michael True

How to Develop This Competency

- Take every opportunity to hone and refine your writing and oral skills
  - Research papers and review papers
  - Journal club
  - Seminar
  - Poster sessions at academic conferences
  - Email communication
  - Especially grant proposals
- Consider joining toastmasters
- Develop the skill of selling
  - Attunement: Get out of your head and learn to see things from your customer's perspective.
  - Buoyancy: In sales, you face a lot of rejection--"not a pond, an ocean". Try to quickly get over it and move on.
  - Clarity: To convince someone to buy your service or product, identify the problem they're trying to solve then explain how you can help.

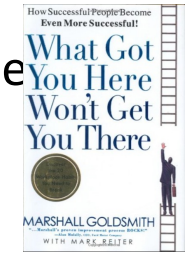
To Sell is Human: The Surprising Truth About Moving Others by Daniel Pink

How to Demonstrate This Competency

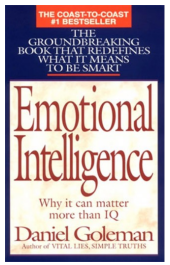
- Resume and cover letter
- Your publications
- Interview manner: listen attentively, speak calmly and confidently, and engage with the interviewer, making eye contact and asking questions where appropriate
- Behavioral interview questions
  - Tell me about a time when you had an idea and others didn't agree with you. How did you go about convincing them to go along with you?
  - Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

Resources on Professional Skills Development

- What Got You Here Won't Get You There: How Succe People Become Even More Successful by Marshall Goldsmith

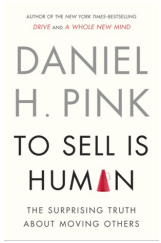


- Emotional Intelligence by Daniel Goleman

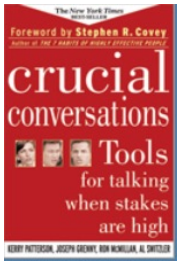


- InternQube: Professional Skills for the Workplace by Michael True

- To Sell is Human: The Surprising Truth About Moving Others by Daniel Pink



- Crucial Conversations: Tools for Talking When Stakes Are High, Second Edition by Kerry Patterson



Professional Development & Career Support Available

- Career exploration
- Job/internship search strategies for non-academic jobs
- Academic job search (faculty and postdoc positions)
  - CV, cover letter, research statement and teaching statement
- Identifying the skills that transfer to non-academic jobs
- Converting CV to resume
- Resume and cover letter review and editing
- Interview preparation
- Networking
- Offer evaluation and salary negotiation

Po-Tsan Ku, Career Development Specialist for Graduate Students and Postdocs

Make an appointment in two ways:

- **Call the Career Services at 512-471-6700**
- **Schedule online: https://utcns.joinhandshake.com/login**