

Job Tips from 2012 Global Health Career Employer Panel

Summarized by Gail Greenwood, Associate Director, Executive MPH Program

Panel:

Lifelong AIDS Alliance—90 FT employees—Provide housing, case management, etc.—want people who like to help others.

Infectious Disease Research Institute – 130 FT employees – Mission is to bridge gap between science and disease to eradicate disease – hire scientists, researchers, technical people, and more—funded mainly by grants.

UW Medicine – encompasses UW Medical Center, Harborview Medical Center, and regional centers, about 10,000 employees—10 recruiters hire a variety of people (except nurses, who are hired by a special recruiter).

Moderator: UW Career Center – has an online career guide with sample questions, resumes, etc, and conducts mock interviews (students can do mock interviews for free; small charge for alums).

MAIN ADVICE--Most important things:

- SPELLCHECK, SPELLCHECK, SPELLCHECK
- FORMAT for Resume/CV and Cover Letter must flow and tell a story - concisely and persuasively
- Tailor resume specifically for the job and job type.
 - Include a mini paragraph/like a mini cover letter that addresses WHY You Want to Work There on the resume.
- Provide a rich cover letter.
 - Address WHY You Want To Work There (if only generic, goes to the bottom, tailor to the organization).
 - Do your homework to find out what the organization does.
- Read job description and requirements carefully.
 - If something is required, you must have that (and need to list it).
 - If something is desired, OK if you have 80%.
- List your volunteer work!!! List internships!! PRACTICUMS done for the MPH COUNT!
- List your education!! At the top is helpful.
- For UW and other large companies, be careful how you set up your profile, and make sure your application includes keywords used in the job description so it will get through automatic screenings.

- For research jobs, writings and publications are VERY important – many of these employers want CVs rather than resumes.
- After automatic screenings, HR Reps spend from 30 secs to 5 minutes reviewing resumes/cover letters (The panel all said they review resumes first. Will review cover letters only if resume was good.)
- Don't worry about limiting resume to 1-2 pages for non-profits or government positions (do limit for large for profit corporations).
 - Especially if you have lots of good experience, show it!!
 - Should be neat and easy-to-read.
 - Helpful to have education at top and then accomplishments,
 - What did you do that helped you succeed?
 - Tell how this relates to the job you're applying for.
 - Must flow and tell a story

INTERVIEWS:

HR Reps want to get a sense of how you think, process information, problems, and handle stress, and that can be more important to them than your answers.

- Be prepared to talk about--mission, values, job requirements, peer relationships, situational questions, and yourself (academics, career, volunteer work).
 - Talk about weaknesses as areas for improvement.
 - About ways you didn't get along with your supervisor.
 - Dress for success.
 - Be on time – call if having a problem (find place the day before).
 - Prepare some questions for the interview.
 - UW hiring managers are encouraged to use situational questions (ex: when have you gone above and beyond your job requirements to do a great job?)
 - Ask about the timeline for a decision.

INTERVIEW FOLLOW-UP:

- Send thank you within 48 hours.
- If don't hear back within two weeks, send a card that you're still interested in opportunities.
 - DON'T ask if a decision has been made.

HOW MAKE SELF MARKETABLE?

- Volunteer work - Many staff at all these institutions started as volunteers.
- Internships - PRACTICUMs for MPH count.
- Network - Go talk to people – really good way to get in the door.
- Temporary positions – get into a company and make connections.

WHAT SHOULD BE AVOIDED?

- Don't apply for every open position in a company – looks like you just want a job, any job.
- Don't be unprepared.
- Don't be over-confident or cocky.
 - First year on the job – expect to LEARN.
 - If get a response, don't wait to follow-up.
 - If meet with someone informally, don't forget to ask for more contacts to talk to.
 - If get an interview but don't get the job, ask for feedback.
 - Make sure a supervisor is listed on your references.
 - Make sure that people giving you recommendations want to give you a good reference.
 - References from a professor are highly regarded.