Hope is Not a Plan:
How to Proactively Manage Your Career

Go to www.menti.com and use the code 68 95 77

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2. Go to www.menti.com
3. Enter the code 68 95 77 and vote!
Hope is Not a Plan:
How to Proactively Manage Your Career

C.J. Neely, PhD
Assistant Director of Employer Relations
Career Services Office
Let’s test this out!

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Discussion Topics

• Proactive Career Planning
• Career Exploration
• Informational Interviewing
My Personal Career Journey

BS in Molecular Biology
Towson University

PhD in Microbiology & Immunology
UNC-Chapel Hill

Postdoctoral Fellowship
St. Jude Children’s Research Hospital

Assistant Director in the Career Services Office
Johns Hopkins Bloomberg School of Public Health
Proactive Career Planning
Proactive Career Planning

What is it?
- A process in which you actively work towards your career goals
- Opposite “get through now and figure it out later”

Why do it?
- Reduce stress associated with future job search
- Increase likelihood of obtaining a satisfying job upon graduation

How to do it?
- Be intentional in the career planning process
  - Create a customized career plan
  - Develop SMART goals
Customized Career Plan: Your Personal Roadmap to Success

START

Obtain a satisfying job, start a fellowship or pursue additional education

END
Step #1

Articulate your career interests & goals
What are your career goals?

VERY CLEAR GOAL!

Uncertain?

Go to www.menti.com and use the code 68 95 77
Uncertainty is okay!

- Interested in multiple career paths
- Had specific goal, but interests have changed
- Unsure of the options available
Career Exploration

There are so many possibilities, and you are likely to do well in a variety of careers.
Self-reflection

Take time to reflect on your skills, interests, and values

Think about your current and past experiences

- Full-time jobs
- Part-time work
- Volunteer opportunities
- Internships
- Fellowships

Ask yourself

- What did you like best and least about each experience?
- What technical skills did you develop?
- What courses/projects did you find more interesting?
- Did you prefer to work independently or on a team?
Take a Free Online Assessment

Holland Code Career Test

16 Personalities

- **Analyticals**
  - INTJ: Imaginative and strategic thinkers with a plan for everything.
  - INTP: Innovative inventors with an unquenchable thirst for knowledge.
  - ENTJ: Bold, imaginative and strong-willed leaders, always finding away or making time.
  - ENTP: Smart and curious thinkers who cannot resist an intellectual challenge.

- **Diplomats**
  - INFJ: Quiet and mystical, yet very inspiring and in tune with others also and great leaders.
  - INFP: Poetic, kind and artistic people, always eager to help.
  - ENFJ: Charming and helpful people, with an understand their listeners.
  - ENFP: Enthusiastic, creative and dynamic people who always find a reason to smile.

- **Sentinels**
  - ISTJ: Practical and fact-focused individuals, where reliability cannot be disputed.
  - ISFJ: Very dedicated and warm personalities, always ready to defend their loved ones.
  - ESTJ: Excellent administrators, uncompromising, committed to helping things or people.
  - ESFJ: Empathetic, caring, social and popular people, always eager to help.

- **Explorers**
  - ISTP: Build and practical experimenters, masters of all kinds of tools.
  - ISFP: Warm and charming artists, who are always ready to experience something new.
  - ESTP: Smart, energetic and easily excite people, who truly enjoy being in the moment.
  - ESFP: Spontaneous, energetic and enthusiastic entrepreneurs - Life is never boring around them.
Step #2

RESEARCH YOUR INDUSTRY & FUNCTION
Research Career Options
Research Career Options

Related Careers

- Behavioral Science/Health Education
  Salary: $33k - 86k

- Biomedical and Laboratory Practice
  Salary: $31k - 76k

- Biostatistics
  Salary: $33k - 63k

- Environmental Health Sciences
  Salary: $44k - 143k

- Epidemiology
  Salary: $38k - 135k

- Global Health
  Salary: $31k - 86k

- Health Services Administration
  Salary: $37k - 161k

- Maternal and Child Health
  Salary: $33k - 63k

- Public Health Practice and Program Management
  Salary: $33k - 63k
Research Career Options

Type of organization
n = 575

- University/college (Faculty & Staff) and University healthcare setting: 25.0%
- NGOs and Non-profits: 14.9%
- Federal Government: 14.4%
- Health Insurance, Hospital or other healthcare provider: 10.7%
- Consulting Firm: 8.1%
- Local & State Government: 6.6%
- Pharmaceutical, biotechnology, medical device or commercial firm: 4.6%
- Other: 6.6%
Informational Interviews

Opportunity to learn about a specific career path, industry, or organization

- Required skills
- Daily responsibilities
- Work environment

Talk to people within the field

- GoHopOnline → Alumni
- LinkedIn → Local professionals and alumni
- Ask your network for introductions
The Association of Public Health Laboratories (APHL) works to strengthen laboratory systems serving the public’s health in the US and globally. APHL’s member laboratories protect the public’s health by monitoring and detecting infectious and foodborne diseases, environmental contaminants, terrorist agents, genetic disorders in newborns and other diverse health threats.
LinkedIn
Informational Interviews

• Be professional

• Do your research ahead of time

• Come prepared with questions and bring a notepad

• Actively listen

• Do not ask for a job, but can inquire more generally about opportunities
  • Where are they advertised?
  • Training opportunities within company or in the field?

• Follow-up with a thank you email
Step #3

IDENTIFY CAREER-SPECIFIC SKILLS

MIND THE GAP
## Skills Gap Analysis

<table>
<thead>
<tr>
<th>THEM (Industry, Company)</th>
<th>ME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
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<tr>
<td>Budget Preparation</td>
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<tr>
<td>Data Analysis</td>
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<td>Monitoring &amp; Evaluation</td>
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<tr>
<td>Oral Communication</td>
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<tr>
<td>Report Writing</td>
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</tbody>
</table>
Skills Gap Analysis

What skills do you need to strengthen while at JHSPH?

Are they both analytical and transferrable skills?

What can you do to develop those skills starting today?
Gain Experience

• Volunteering
  – SOURCE
  – Professors on campus
  – Handshake (paid and unpaid opportunities)

• Practicum courses
  – OPHPT
  – BCP and PHASE courses

• Students Groups
  – JHSPH Student Assembly
  – Johns Hopkins Graduate Consulting Club
  – Hopkins Biotech Network
  – Hopkins Science Policy

• Other organizations
  – JHTV: FastForward
  – Hackathons
Step #4

START

END
Create a Customized Career Plan

• Consider your timeline
  – Your personal timeline will influence your priorities and dictate your plan of action

• Determine your main goals

• Break your plan into segments
  – Slow and steady wins the race

• Create SMART goals for each segment
SMART Goals

**Specific:** Is it focused and unambiguous?

**Measureable:** Could someone determine whether or not you achieved this goal?

**Action-oriented:** Did you specify the action you will take?

**Realistic:** Considering difficulty and timeframe, is this goal attainable?

**Time-bound:** Did you specify a deadline?
## Create a Customized Career Plan

**Goal:** Start a full-time job in the public health field

**Timeline:** July/August 2019

<table>
<thead>
<tr>
<th>Segments</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Complete on-line self assessments to better understand my skills,</td>
</tr>
<tr>
<td></td>
<td>interests, and values</td>
</tr>
<tr>
<td></td>
<td>Read about specific industries and/or job functions of interest</td>
</tr>
<tr>
<td>Term 2</td>
<td>Conduct 2 informational interviews a month to better understand</td>
</tr>
<tr>
<td></td>
<td>how my background and strengths relate to specific career paths</td>
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<tr>
<td></td>
<td>Meet with a career coach to discuss my career goals and resume</td>
</tr>
<tr>
<td>Winter break</td>
<td>Continue conducting informational interviews</td>
</tr>
<tr>
<td></td>
<td>Perform a mock job search → identify companies of interest, job</td>
</tr>
<tr>
<td></td>
<td>titles, required skills</td>
</tr>
</tbody>
</table>
### Create a Customized Career Plan

**Goal:** Start a full-time job in the public health field  
**Timeline:** July/August 2019

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</table>
| **Term 3** | Continue conducting informational interviews (focus on individuals at organizations of interest)  
Attend annual Public Health Career Fair on March 1, 2019  
Take the “Advanced R Programming” course through Coursera |
| **Term 4** | Let my network now that I am close to graduation and seeing if they know of any opportunities  
Apply for jobs online  
Schedule an appointment with the career office for a mock interview |
**Create a Customized Career Plan**

**Goal:** Apply for the ASPPH/EPA Environmental Health Fellowship Program

**Timeline:** Deadline - Late January 2019

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<th>Goal</th>
</tr>
</thead>
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<tr>
<td><strong>Term 1</strong></td>
<td>Meet with a career coach to update my resume</td>
</tr>
<tr>
<td></td>
<td>Conduct informational interviews with 4 current or past recipients</td>
</tr>
<tr>
<td></td>
<td>to learn more about the program and application/interview process</td>
</tr>
<tr>
<td><strong>Term 2</strong></td>
<td>Write a rough draft of essay by December 1st</td>
</tr>
<tr>
<td></td>
<td>Ask for 3 faculty for letters of recommendation</td>
</tr>
<tr>
<td><strong>Winter break</strong></td>
<td>Revise essay → final draft by January 11th</td>
</tr>
<tr>
<td></td>
<td>Submit Transcripts</td>
</tr>
</tbody>
</table>
How to Implement Your Plan

• Post your SMART goals in a visible spot: desk, locker, fridge

• Entering key dates into your calendar

• Pencil dates for conversations with “accountability” buddies

• Approach your goals in manageable chunks so that you don’t feel overwhelmed
Review and Revise Career Plan

• Review your progress at regular intervals

• Take stock of the goals you achieved and those you didn’t

• Evaluate the factors that facilitated or impeded your progress

• An opportunity to revisit—and perhaps revise—you your longer-term objectives
Questions??????