Career Services for Graduate Students and Postdoctoral Fellows

Fall 2005

Workshops
Individual Consultations
Online Job Postings
Resource Centre
Electronic Newsletter
Brown Bag Lunch Seminars
Career Forums
Career Fairs

CAPS
Career and Placement Services
What is CaPS?

Career and Placement Services (CaPS) is a University of Alberta student service. We offer services and resources to assist University of Alberta students and alumni in making transitions to, and within, the world of work.

CaPS provides that essential link between those looking for work and those looking to hire. We also act as a source of career and employment information and expertise for the University of Alberta and employer communities.

CaPS offers a number of services for graduate students and postdoctoral fellows. These services include workshops, individual consultations, online job postings, access to the Resource Centre, the Graduate NetWORK (an electronic newsletter), brown bag lunch seminars, career forums, and career fairs.

Putting your Graduate Degree to Work

Putting your Graduate Degree to Work: The Canadian Career and Employment Guide is produced and published by CaPS. Written for graduate students, graduate degree holders, and students who are interested in pursuing graduate studies, it includes information on work search strategies and tools, employment offers, and looking for work outside of Canada. This guide is available for purchase for $30 from the CaPS Resource Centre.

Find out more about CaPS by visiting www.ualberta.ca/caps
CaPS Services for Graduate Students and Postdoctoral Fellows

Individual Consultations

Book an appointment with Janis Shaw, our Career Advisor for Graduate Students and Postdoctoral Fellows to explore career options and work search strategies. The advisor can provide a critique of your c.v., resume and cover letter. You can also practice your interview skills with the advisor.

$20 students/$40 non-students

Brown Bag Lunch Seminars

Drop by CaPS during the lunch hour for free seminars on career-related topics. A full list of seminars is available on the CaPS website. Here’s a sampling:

- Dear Employer…How do I write better work search letters?
  - Friday, Sept. 23, 12:05 - 12:50 p.m. OR
  - Tuesday, Oct. 11, 12:35 - 1:20 p.m. OR
  - Tuesday, Nov. 15, 12:35 - 1:20 p.m.

- Is it all about who you know? Tapping the hidden job market through networking
  - Friday, Sept. 30, 12:05 - 12:50 p.m. OR
  - Tuesday, Nov. 1, 12:35 - 1:20 p.m.

- Resumes: The electronic transformation
  - Wednesday, Oct. 12, 12:05 - 12:50 p.m.

- www.you! Developing a work search website
  - Friday, Oct. 14, 12:05 - 12:50 p.m.

- Going global: Applying for work abroad
  - Friday, Oct. 21, 12:05 - 12:50 p.m.

- Self-employment: Putting your entrepreneurial spirit to work
  - Monday, Oct. 31, 12:05 - 12:50 p.m.

- Developing a business plan that works
  - Wednesday, Nov. 2, 12:05 - 12:50 p.m.

- Make me an offer - Tips on negotiating and evaluating job offers
  - Monday, Nov. 21, 12:05 - 12:50 p.m.
CaPS Services for Graduate Students and Postdoctoral Fellows

Workshops

Workshops are an excellent way to learn new skills and participate in discussions on a variety of topics. The price includes handouts and a voucher for a one hour individual consultation with the CaPS Career Advisor for Graduate Students and Postdoctoral Fellows.

$25 students/$50 non-students (in advance)
$30 students/$60 non-students (at the door)

Writing an Effective Curriculum Vitae (c.v.) and Cover Letter

The curriculum vitae or c.v. is a comprehensive record of your academic development to be used when applying for grants, scholarships and academic positions. Learn the common elements of c.v.s and cover letters, presentation principles, and the important difference between a curriculum vitae and a resume.

- For Students in Science, Engineering and Related Disciplines
  Tuesday, Oct. 4, 2 – 4 p.m., room 4-02 SUB
- For Students in Arts, Education and Related Disciplines
  Wednesday, Oct. 5, 9:30 - 11:30 a.m., room 4-02 SUB

So, you want to be an academic?

With the help of professors, assess your suitability for the professoriate, review academic ranks and the tenure process, learn how to apply for academic positions, and consider grad school and postdoc activities to enhance employability. Pre-registration is required the Friday before the workshop.

- For Students in Arts, Education and Related Disciplines
  Wednesday, Oct. 26, 2 – 4 p.m., room 4-02 SUB
- For Students in Science, Engineering and Related Disciplines
  Thursday, Oct. 27, 9:30 - 11:30 a.m., 4-02 SUB
  Thursday, Nov. 3, 9:30 - 11:30 a.m., 4-02 SUB
The Academic Interview: 
Advice for Perfecting Your Interview Skills

Questions about conference and campus interviews? Wondering what you might be asked? Need information on giving a job talk? Academic staff will attend this workshop to share their experience, offer advice and answer questions. Pre-registration is required the Friday before the workshop.

- For Students in Science, Engineering and Related Disciplines 
  Tuesday, Nov. 8, 2 – 4 p.m., room 4-02 SUB
- For Students in Arts, Education and Related Disciplines 
  Wednesday, Nov. 9, 9:30 - 11:30 a.m., room 4-02 SUB

Establishing a Career Outside of Academia

Learn a career-decision making model, sample self-assessment tools, explore post-academic career opportunities, and plan how to market the skills you acquired in academia.

- For Students in Arts, Education and Related Disciplines 
  Wednesday, Nov. 23, 2 – 4 p.m., 4-02 SUB
- For Students in Science, Engineering and Related Disciplines 
  Thursday, Nov. 24, 9:30 - 11:30 a.m., room 4-02 SUB

Earn Credit by Taking a CaPS Graduate Workshop

University Teaching Services (UTS): “So You Want to be an Academic” and “The Academic Interview” are accepted as non-core options in the University Teaching (UT) Program and the Instructional Skills (IS) Program (subject to department approval). For more information on UTS programs, visit www.ualberta.ca/~uts.

Postdoctoral Fellows Professional Development Program: All four CaPS workshops for graduate students and postdoctoral fellows may be taken for credit. Workshop fees for postdocs participating in the Professional Development Program will be covered by the Postdoctoral Fellows Office. Contact Susan Buchsdruecker at 492-3264 or susan.buchsdruecker@ualberta.ca for details.
CaPS Services for Graduate Students and Postdoctoral Fellows

Resource Centre

The CaPS Resource Centre is a wealth of information. It contains an extensive collection of career and employment-related resources, several Internet stations, and staff to assist you. Available in the Resource Centre are the CaPS librarian’s top five resources for graduate students and postdoctoral fellows:

1. Chronicle of Higher Education: This journal should be read with your morning coffee if you plan on a career in academia. It includes an examination of issues in higher education and job postings for the United States, Canada, and international academic positions.

2. Career Directory: This popular annual guide supplies names and brief descriptions of Canadian companies and the positions filled, by degree, for the previous year.

3. How to Prepare Your Curriculum Vitae: This book is a step-by-step examination of the process of preparing your curriculum vitae. It comes with exercises to help you with the process of writing your c.v.

4. Asher’s Bible of Executive Resumes and How to Write Them: This book provides sample resumes for all types of positions in all types of industries and provides a solid introduction to the basics of resume writing.

5. Getting What You Came For: The Smart Student’s Guide to Earning a Master’s or PhD: This book examines the career planning process for graduate students - from the initial decision to apply to graduate school to finishing and pursuing a job in industry or in academe. The author examines with perception and humour all of the issues that can affect a graduate student, from the work environment of campus to the student’s personal life and health. The author makes suggestions based on his own pursuit of a PhD and interviews with students and graduate advisors.
Other Services Offered by CaPS

Online Job Postings

Visit the CaPS website at www.ualberta.ca/caps for a listing of jobs currently available for University of Alberta students and alumni. Postings are categorized specifically for graduate students. Access is free for students, alumni, and postdoctoral fellows.

The CaPS Graduate NetWORK

The CaPS Graduate NetWORK is an e-mail newsletter that provides graduate students and postdoctoral fellows with information about career-related topics and CaPS events. Subscribing to the CaPS Graduate NetWORK is an easy way to keep in the loop - you will receive the newsletter in your e-mail inbox. Sign up for the newsletter on the CaPS website at: www.ualberta.ca/caps. This is a free service.

Networking Opportunities

The following events provide graduate students and postdoctoral fellows with an opportunity to meet potential employers.

Career Forums: Learn about employment in your academic discipline or in specific sectors of the labour market. Career forums include a panel of speakers who have similar academic backgrounds and work in different types of careers. Please refer to the CaPS website for a list of fall career forums.

Career Fairs: Career fairs provide an opportunity to meet face-to-face with potential employers, learn about employment and volunteer opportunities and gain information about many different organizations. Careers Day 2005 is on Wednesday, Sept. 21 from 10 a.m. to 4 p.m. in the Butterdome.
Contact Information

Location:
Career and Placement Services (CaPS)
2-100 Students’ Union Building
University of Alberta
Edmonton, AB    T6G 2J7
Website: www.ualberta.ca/caps

Contact:
Information Desk
Phone: (780) 492-4291
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Janis Shaw
Career Advisor for Graduate Students and Postdoctoral Fellows
Phone: (780) 492-4303
E-mail: janis.shaw@ualberta.ca

Hours of Operation:
September to April: Monday to Friday, 8:30 a.m. to 4:30 p.m.
May to August: Monday to Friday, 8:00 a.m. to 4:00 p.m.