Dual Career Workshop

Organization Development & Effectiveness
Agenda

- Dual Career Essentials
- Helpful tools and resources
- General Career Search Strategies
Dual Career Essentials
Caveats...

• Advice, tips and perspective will be shared, however please be aware:
  – EVERY SITUATION IS UNIQUE!!
  – Each institution’s ability to accommodate Dual Career partners varies (from institution to institution, and even within institutions)
  – Each career is distinct
• Do your research in advance
• Support is not the same as placement
The Need

Figure 1: Partner Status of US Academic Workforce
9,043 Full Time Faculty from 13 Leading Research Universities

- 36% Have employed (Non-Academic) Partner
- 36% Have academic partner
- 14% Are single
- 13% Have stay-at-home partner

Dual Career: A Range of Offerings

Spectrum of Offerings

Self-Service
- Job postings on a website
- List of employee benefits on a website

Full-Service
- Dedicated resources for support
  - Career Search
  - Relocation
  - Helping connections to community
  - Work/Life Support

Range of offerings in between
How to Find Out

Look for information in the job posting/advertisements or on faculty affairs websites that has language like:

• “X university is responsive to the needs of dual career couples...”
• Dedicated links to webpages
Reasonable Expectations

- **Responsibility**: It is the individual’s career to manage
  - Even with support, the partner will need have to do significant job hunting work on their own

- **No Guarantees**: Assistance is not placement
  - Most institutions will say something like this...“The Dual Career Assistance Program does not create an entitlement to employment nor does it guarantee a position.”

- **Potential Barriers to be aware of**:  
  - Size of institution being pursued and the geographic area you choose may have impact in potential offerings and opportunities for partners  
  - “Assistance will be extremely hampered if a client does not have authorization to work in the United States.” Things that impact ability to secure a visa:
    - Immigration status of the candidate being recruited
    - Marital status of the partner
    - Degree attainment of the partner
    - Types of jobs the partner is qualified for and applying to
Timing...When to Indicate you Might Need Support

There is no hard and fast rule on this...this is advice only, each situation is different

- The more formalized and advertised the Dual Career program, the earlier you can probably make a potential employer aware of your needs.
- Being invited to formally interview for the role, may be a good time to approach search committee chair (or appropriate other resource with your needs)
- Putting off letting your potential employer know to the very end of the process may be challenging to be able to accommodate your needs. (Source: Vaillancourt)
Resources via Higher Education Consortium (HERC)
Resources via Mid-Atlantic Higher Education Consortium (HERC)

Set up job alerts

Dual Career Search Tool
Relocation Resources (HERC)

Resources:
- Real Estate
- Schools
- Transportation
- Child and Elder care
- Arts and Cultural resources
- Places of worship
Other Resources

• **HigherEd Jobs:** [https://www.higheredjobs.com/](https://www.higheredjobs.com/)
• **Chronicle of Higher Education:** [https://chroniclevitae.com/job_search/new?cid=UCHETOPNAV](https://chroniclevitae.com/job_search/new?cid=UCHETOPNAV)
• **Other job sites:** Indeed, Glass Door, your professional organizations
• **Websites for organizations you are interested in (for example):**
  – **Faculty jobs at JHU:** [http://facultyjobs.jhu.edu/](http://facultyjobs.jhu.edu/)
  – **Staff jobs at JHU:** [https://jobs.jhu.edu/jhujobs/](https://jobs.jhu.edu/jhujobs/)
• **LinkedIn:** for jobs, information about organizations, and the people in them

*Where applicable, sign-up for automated job alerts on these career sites. You will receive notification automatically when jobs that match your career interests and qualifications become available.*
Career Strategies-Jobs at Johns Hopkins

**Faculty Roles**
To search and apply for most faculty roles. Explore here: [http://facultyjobs.jhu.edu/](http://facultyjobs.jhu.edu/)

**Staff Roles**
To search and apply for staff roles. Explore here: [https://jobs.jhu.edu/jhujobs/](https://jobs.jhu.edu/jhujobs/)
General Career Search Strategies
**Strategies for Managing Your Career Search**

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<th>Job Search Process</th>
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<tr>
<td>1. Specifying job/career objectives</td>
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<td>2. Researching individuals, communities, jobs</td>
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<td>3. Producing resumes/CV’s and job search letters as well as other required material</td>
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<td>4. Conducting networking/informational interviews (if applicable)</td>
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<td>5. Managing job interviews (phone/Skype)</td>
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<td>6. Managing job interviews (in person)</td>
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<td>7. Negotiating salary and benefits</td>
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- **Investigative Stages**
- **Written Communication Stage**
- **Employer Contact Stages/Opportunities**

*Focus Area for Workshop*

Strategies for Managing Your Career Search (continued)

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<tr>
<th>Reactive</th>
<th>Proactive</th>
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<td>• Advertised positions</td>
<td>• Gaining experience</td>
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<td>• Employment agencies and recruiters</td>
<td>• Networking</td>
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<td>• Resume databases</td>
<td>• Creating an on-line profile</td>
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<td>• Career fairs including those at professional association meetings</td>
<td>• Direct contact with employers</td>
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<td>conferences</td>
<td>• Informational interviewing</td>
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<td>• Conversations at professional association meetings/conferences</td>
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Strategies for Managing Your Career Search (continued)

Responding Directly to Posted Openings

- Identify and research employers (their website, HERC, Google, local publications, LinkedIn, Glassdoor, Indeed, etc.)

- Look for posted openings
  - Apply using the stated method by the organization, DO NOT TRY TO BYPASS THEIR PROCESS
  - Include ALL required documents (CV/resume, cover letter, writing samples, evaluations, syllabi, etc.)

- In your cover letter
  - Ensure it is tailored to the job you are applying for
  - Describe experience in terms of what they need specifically-use the job posting for reference
  - Don’t just restate what is in your CV/resume, summarize and customize
Direct Contact with Employers (where there are not current advertised openings that meet your career interests/qualifications)

• Identify and research employers (their website, HERC, Google, local publications, LinkedIn, Glassdoor, Indeed, HigherEd jobs, etc.)

• Sign-up for job alerts (if available)
  – You will be then notified when positions that meet your qualifications and career interests become available

• Potentially write letter of inquiry
  – Find the right contact if possible (department chair/leader)
  – Tailored to the specific university/college, company, non-profit as well as to the job you are interested in for
  – Describe experience in terms of what they might need
  – Include resume/CV

Strategies for Written Communication

Written Communication

• Recruitment communication is still fairly formal. Make sure all of your written communication is free of errors/mistakes:
  – Typos, misspellings, run-on sentences, poor capitalization, etc will negatively impact your review
  – Find someone you trust and have them proofread your materials before you hit send.
  – Putting the wrong name in correspondence (the title of the job, the name of the organization, the person you are communicating with, etc.)
  – Referring to a university/college as a “company”
  – Don’t text a hiring official unless they initiate a text with you first

Ask career services resources for assistance if you need help with preparing written correspondence
A Note about LinkedIn

For non-academic hiring, and increasingly for academic hiring, a LinkedIn profile is how to:

- Be tapped proactively for opportunities
- Hear about openings
- Learn about organizations and then network with people you might meet

Recruiters use the following networks to evaluate candidates when hiring:

- LinkedIn: 87%
- Facebook: 43%
- Twitter: 22%
- Blog: 11%
- Instagram: 8%
- YouTube: 6%
- Badoo: 3%

The overwhelming majority (87%) of recruiters find LinkedIn most effective when vetting candidates during the hiring process — especially those under 45 (90%).

Source: Jobvite 2016
Networking:

“The **planned** process by which one becomes known, through phone discussions and in-person meetings in business and social settings, to people who can provide information about job openings, leads, personal contacts and those who have the power to hire.”

John Artise, *National Business Employment Weekly*

Strategies for Informational Interviews

Informational Interviewing (one form of networking):

- Identify key individuals in your field of interest
- Ask questions to gain information about their:
  - Job
  - Organization
  - Field
  - Work experience and background
  - Advice to you-including others to potentially connect to
- Not specifically to request a job

A dedicated Dual Career resource might be able to set-up an informational interview(s) for you.

Stages of Informational Interview:
• Greeting/small talk (conversation generators)
• Statement of appreciation
• Brief restatement of purpose for requesting meeting
• Objectives/questions
• Referrals
• Closing
• Send thank you letter
  – Include resume if one has been requested

Sample Informational Interview questions can be found in your participant materials.

Strategies for Informational Interviews (continued)

Conversation Generators

• Questions or statements that serve as openers to conversation
• Enable you to start a conversation without immediately jumping to who you are, what you do, and what you need
• Relate to something you have in common (LinkedIn can help you figure this out)
  – At the same event, interested in the same topic, have similar concerns, etc.
  – Went to similar colleges/universities, had the same major, etc.
  – Can be as simple as weather or previous weekend activities

Action Planning
Job Search Process

- Be patient, job hunting is a process
- Remember you have skills, experience, and accomplishments that are of value to an employer
- Your job search success is dependent on your persistence and your ability to communicate your worth
- Recruitment is often about relationships that you build that ultimately connect you with opportunities
Activity

Reflection

Reflection Activity
- Individual
- Partner
- Group

Questions:
- What concepts from the session today were most important?
- What actions do you plan to take? What and by when?
Sources


Harvard University Office of Senior Vice Provost. (2017). Dual career assistance. Website. https://faculty.harvard.edu/dual-career-assistance


Morris, V. Optimizing your LinkedIn profile to get hired faster. White paper.

Schaeffer, N. 30 minutes to maximizing LinkedIn. White paper.


