

Job Hunting

Penny Longman
Careers Consultant
2 Dec 2020

LONDON
SCHOOL of
HYGIENE
& TROPICAL
MEDICINE



Forthcoming events:

Tomorrow

Employer talk - NHS Scientist Training Programme. Trainees on different strands of the programme will talk about the structure of the programme, how/why they chose the strands they did and the application process. Thurs 3 Dec at 3.30-4.15.

Tuesday 8 Dec

Employer talk - Phastar. A global biometrics CRO (Contract Research Organisation) offering statistical consulting, clinical trial reporting, data management and data science services. Their Talent Acquisition Specialist will be talking about the [2021 Graduate Programme](#)) and a Statistical Programmer and a Statistician will discuss their background and experience in a bit more detail. This is likely to be of particular interest to those studying medical statistics and Epidemiology. Tues 8 Dec at 1.30 pm.

- Please keep mics on mute;
- Use the chat box (open panel to the right of page by clicking on shape with arrows, at bottom right);
- Trouble with sound? Try leaving and coming back, try a different browser (avoid Edge or Internet Explorer);
- The session will be recorded and put on Moodle.

What we will cover

Strategies for job hunting for a range of sectors / type of role:

- Finding advertised vacancies
- Speculative applications
- Making the most of your networks
- Marketing yourself

What about jobs outside the UK?

Anything else?

Your situation

Spend a minute outlining your career/job hunting situation or approaches in the chat.

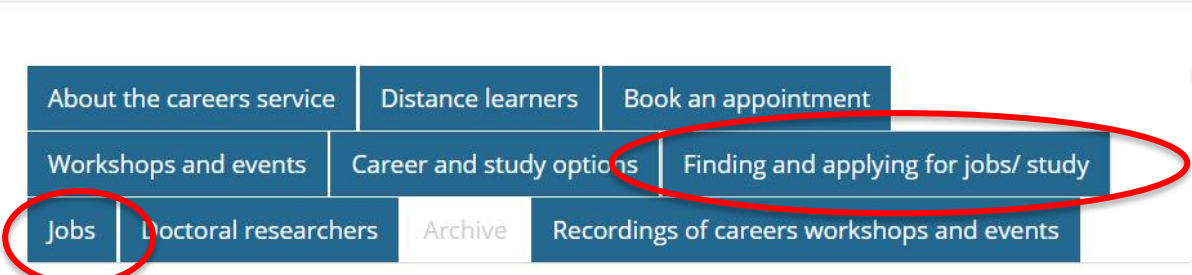
What are other people saying?

Is there someone who has an approach you might like to discuss with them later?

Strategy 1: Finding advertised vacancies

Careers Moodle – links to useful websites:

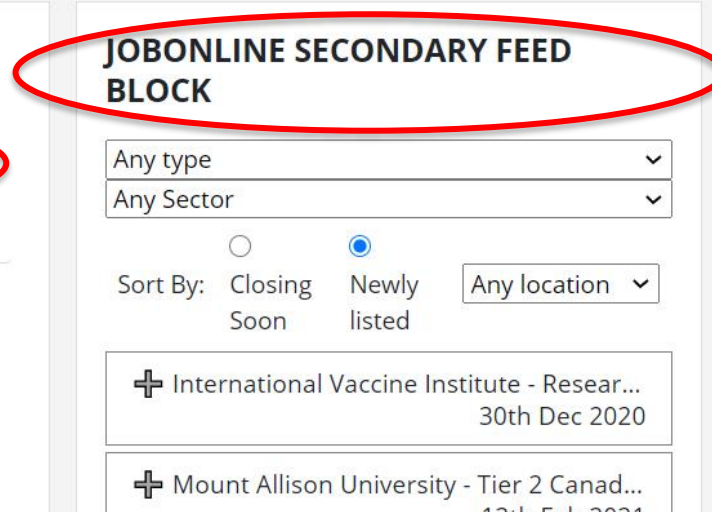
<https://ble.lshtm.ac.uk/course/view.php?id=1070§ion=>



Finding and applying for jobs or study

Don't forget that if you'd like to speak to a careers consultant about any of the aspects of job hunting, applications, and interviews you can **book an appointment**.

 [Where to find public health jobs](#)



Other websites

- Careers service – LSHTM JobOnline
- NHS: <https://www.jobs.nhs.uk/>
- Public Health England: NHS jobs and <https://www.civilservicejobs.service.gov.uk/csr/jobs.cgi>
- University jobs and PhDs: <http://www.jobs.ac.uk/>
- Directories to find smaller companies (where 2/3 of the jobs are) www.uksmallbusinessdirectory.co.uk
- <https://www.charityjob.co.uk/>
- <https://www.gov.uk/find-internship>
- <https://www.devex.com/jobs> (jobs in international development)
- <http://www.devnetjobs.org/> (subscription to view all jobs)
- <https://www.idealists.org/en/?type=JOB> (Idealist connects millions of idealists – people who want to do good – with opportunities for action and collaboration all over the world)

Other websites (cont'd)

- Professional body websites (Association of Clinical Scientists, ABPI, Royal Society for Public Health)
- Specialist publications, e.g. of a prof. body / company / sector (New Scientist etc)
- www.GoinGlobal.com We have a subscription to GoinGlobal – look for the link on our Moodle page (more on that later)
- Recruitment consultancies:
 - <http://www.tpp.co.uk/> (not for profit)
 - <http://www.harrishill.co.uk/> (third sector)
 - <http://www.reed.co.uk/> (health & medicine)
 - <https://www.rec.uk.com/what-we-do/jobseekers> (recruitment agencies)
- **Websites of organisations that interest you**
- Social networking: Twitter, LinkedIn, Facebook



Previous participants' tips:

<https://www.glassdoor.co.uk> – you can search by different countries and also according to educational background

<https://www.awid.org/get-involved/jobs> - jobs related to women's rights

<https://reliefweb.int/>

<https://unjobs.org/>

Applying

- Research the organisation thoroughly;
- Target your application form and or CV/cover letter to the job;
- Submit ;
- Depending on sector and type of organisation, selection process may include:
 - Online tests;
 - Video interview;
 - Telephone interview;
 - Assessment centre tasks;
 - Face to face interview (in normal times...).

Strategy 2: make speculative applications

A valuable approach for some sectors/types of organisation:

- Charities/NGOs;
- Smaller organisations;
- Niche employers.

Jobs advertised widely are likely to be the more senior jobs.

Speculative applications are particularly relevant for short term opportunities (which may be a stepping stone).

The Speculative Application

- Research the organisation thoroughly;
 - Introduce yourself;
 - Show your understanding of the company and why YOU are particularly interested in working with THEM;
 - Spell out what you can offer ;
 - Request an informal interview.
-
- Try to find a contact at the organisation to speak to before making a direct approach about possible jobs.

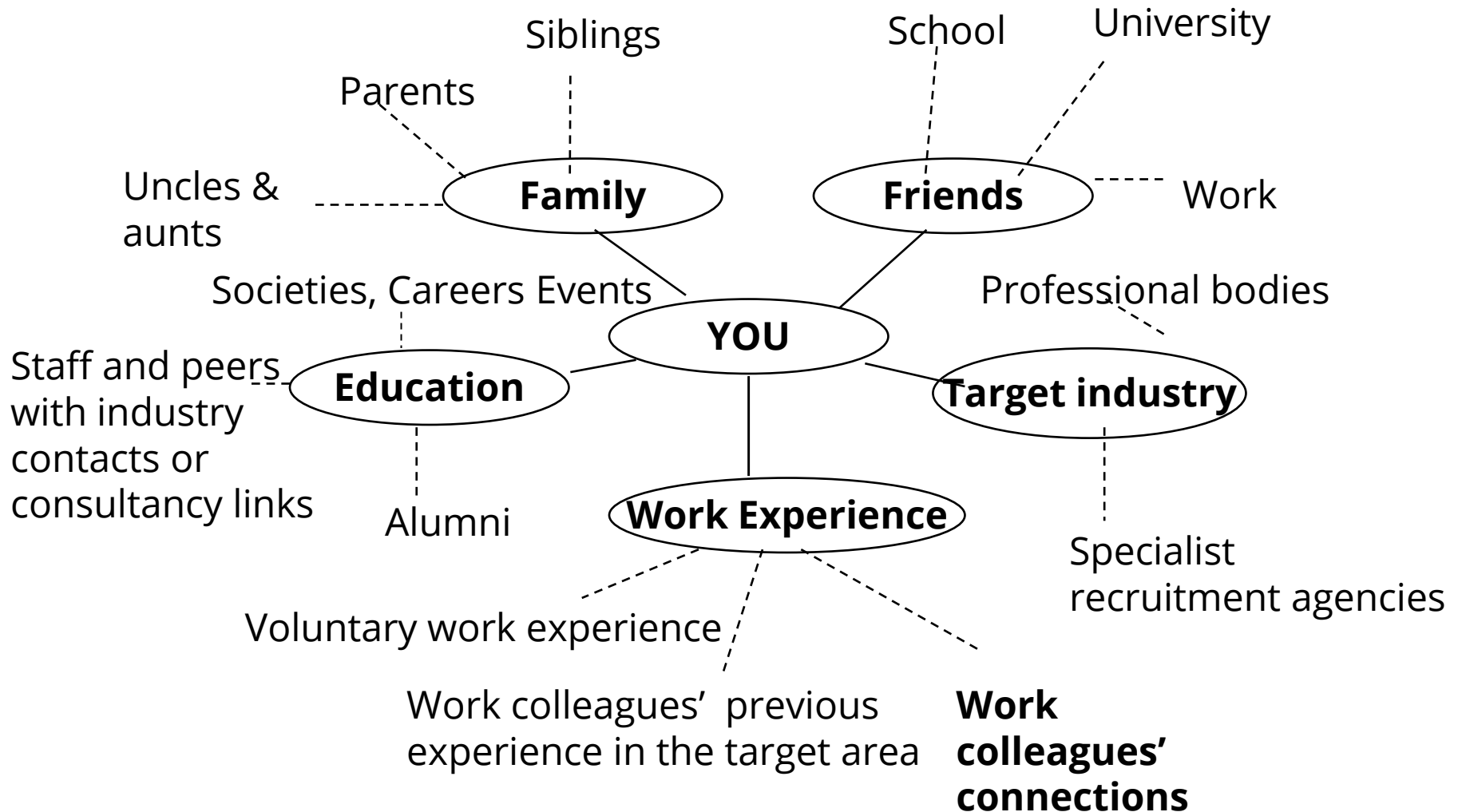
How can I tailor CV and cover letter?

- Find relevant job descriptions elsewhere;
- Research work this employer is involved in – what skills do you think they would want for this type of work?
- Focus on skills in your CV and cover letter;
- **DON'T** put in everything you have done – concentrate on matching to the job you hope they might be able to offer.

Your experience of speculative apps?



Strategy 3: Making the most of your networks



How does this help?

Speculative approaches;

Short term 'foot in the door' opportunities;

Finding out more about a vacancy;

Finding out more about an organisation;

Networks grow.

5 levels of networking

Alliance

Advocacy

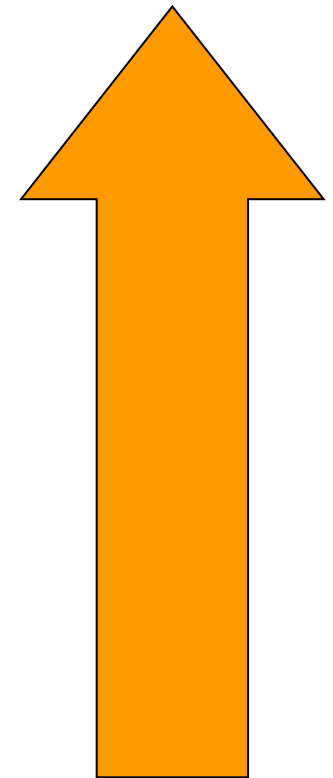
Assistance

Advice

Answers

Increasing commitment,
time and effort on behalf
of contact.

Increasing need for a
strong relationship.

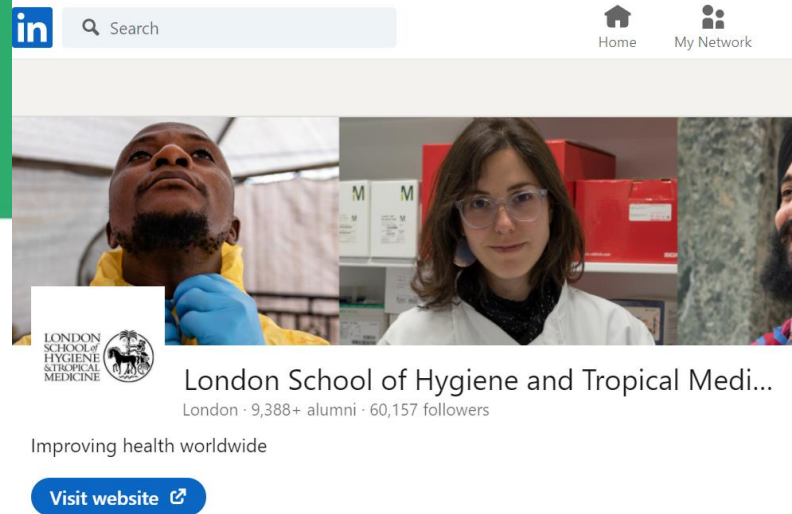


Expanding your network

Your ideas:

My ideas:

Peers at LSHTM;
Academic staff at LSHTM;
Alumni;
Visiting speakers and organisations;
Make approaches via LinkedIn;
Attend conferences/events;

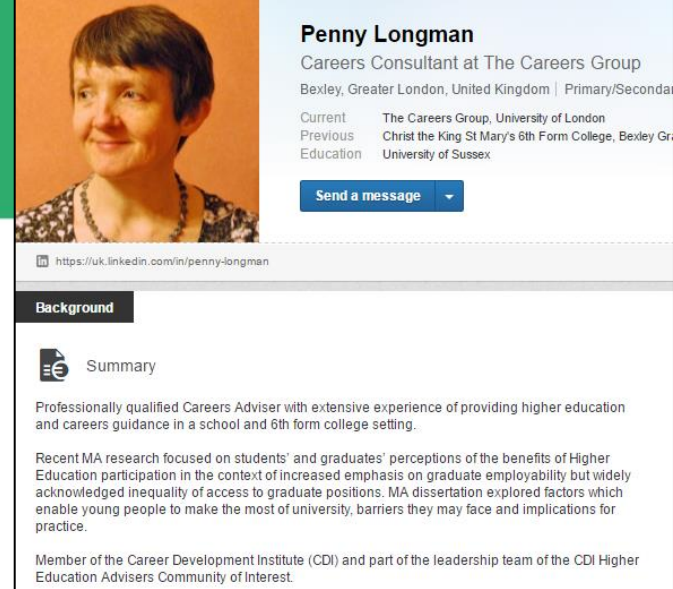


Marketing yourself

Consider, are you:

- Generalist or specialist?
- Career changer or early career?
- What is your focus of interest?
- What skills and strengths do you want to highlight?
- How can you briefly describe your 'story'?

Use tools such as LinkedIn to market yourself but also to research ideas – watch our [screencast videos](#).



The image shows a screenshot of a LinkedIn profile for Penny Longman. At the top, there is a profile picture of a woman with short dark hair. To the right of the photo, the name 'Penny Longman' is displayed in bold, followed by her title 'Careers Consultant at The Careers Group' and location 'Bexley, Greater London, United Kingdom | Primary/Secondary Education'. Below this, a table lists her current and previous education. A blue button labeled 'Send a message' is visible. Underneath the profile information, the URL 'https://uk.linkedin.com/in/penny-longman' is shown. The 'Background' section is highlighted, featuring a 'Summary' icon and text describing her professional experience and recent research. The text in the background section reads: 'Professionally qualified Careers Adviser with extensive experience of providing higher education and careers guidance in a school and 6th form college setting. Recent MA research focused on students' and graduates' perceptions of the benefits of Higher Education participation in the context of increased emphasis on graduate employability but widely acknowledged inequality of access to graduate positions. MA dissertation explored factors which enable young people to make the most of university, barriers they may face and implications for practice. Member of the Career Development Institute (CDI) and part of the leadership team of the CDI Higher Education Advisers Community of Interest.'


Penny Longman
Careers Consultant at The Careers Group
Bexley, Greater London, United Kingdom | Primary/Secondary Education

Current The Careers Group, University of London
Previous Christ the King St Mary's 6th Form College, Bexley Gr
Education University of Sussex

[Send a message](#)

<https://uk.linkedin.com/in/penny-longman>

Background

 Summary

Professionally qualified Careers Adviser with extensive experience of providing higher education and careers guidance in a school and 6th form college setting.

Recent MA research focused on students' and graduates' perceptions of the benefits of Higher Education participation in the context of increased emphasis on graduate employability but widely acknowledged inequality of access to graduate positions. MA dissertation explored factors which enable young people to make the most of university, barriers they may face and implications for practice.

Member of the Career Development Institute (CDI) and part of the leadership team of the CDI Higher Education Advisers Community of Interest.

What about jobs outside the UK?

Different scenarios:

- Returning to your home country
- Job seeking in a different country

See the recording of our session:

[Job hunting outside the UK](#), Oct 2020 - recording with captions/transcript (LSHTM login required)

[Job hunting outside the UK](#), Oct 2020 - recording (no login required)

Talk to each other – you are each other’s greatest resource!

Use [GoinGlobal](#).

‘Opportunity scans’ (where are you most likely to get an opportunity) – think about what is on the horizon as jobs change.

What skills do you need?

Always ‘follow the money’ – in other words, be aware of where money is flowing (what geographic areas, what issues) as that is where the jobs are going to be.

PESTLE analysis – political, economic, social, technological, legal, environmental (comes from business analysis)

Aims – did we cover?

Outline strategies for job hunting for a range of sectors / type of role:

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We value your feedback!

Please complete the feedback form – the link is in the chat box!

And now let's move to your questions.....

