

**Course Description: Job Skills Workshop: *Finding Employment in Environmental Toxicology and Chemistry***

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A “practical short course” designed to aid students with the process of career job hunting and will be taught by SETAC members. Applying, interviewing, and approaching a job is challenging and one of most important in career planning. The application, interview and selection processes for all jobs are not the same. In this workshop, various types of positions in different organizations of academic, business sector (consulting and industry), and government positions will be covered. This workshop is designed for graduate students and postdoctoral fellows. A team of instructors from in academia, consulting, industry, and government will present the viewpoint of a potential employee and the personnel responsible for hiring recommendations. Participants will learn about the hiring processes from application to final selection with emphasis placed on the personal interview and panel interviews. The workshop will include overviews of the hiring process, applications and supporting materials, typical interview formats, and the selection and decision procedures for each type of organization. Example resumes will be presented and an opportunity to consult on resumes for each sector will be provided. Mock interviews information on preparing for the interview, from a potential employee's perspective may be arranged. Participants will learn about the hiring processes for academic, business, and government positions from application to final selection with emphasis placed on the interview.

Introduction & the Resume

How to Find Jobs, How to Apply, Application Review

The Interviewing Process

The Offer

Resume Review

The Scientist as Writer, Performer, & Face in the Crowd

Discussion Session

Mock Interview Options

*This abstract does necessarily reflect US EPA policy.*