



SUCCESSFUL JOB APPLICATIONS

Competency-based job application workshop

TARGET GROUP

Doctoral researchers and postdocs who are applying for jobs

CONTENT

Young scientists often have many questions when it comes to writing job applications and preparing for interviews. They lack experience with the whole application and interviewing process and are unsure how to deal with typical job interview questions. They are also often lacking awareness of their competencies, and find it hard to put them into words. However, it is fundamental that young scientists can describe their competencies in a concise way, if they want to apply successfully for positions within and outside academia. This workshop therefore combines competency analysis with preparing for job applications. The following topics are covered in the workshop:

(1) Analyze your competency profile:

- Introduction: What are “competencies”?
- Categorizing competencies
- Transferable skills
- Typical competencies gained during a PhD
- Analysis of current job tasks & skills
- Development of own competency profile

(2) Job applications:

- Reading and understanding job ads
- Comparison of own competency profile with job profiles
- Writing tailor-made job applications
- Talking about oneself / self-presentation
- Competency-based interviewing (STAR)

GOALS

Course participants

- have developed an overview of their competencies and know how to present them to employers outside academia
- know how to tailor their applications to the requirements of the job and how to highlight their key competencies
- have gained first experience in answering competency-based interview questions

FORMATS

- ON SITE: 1-day workshop on site;
- ONLINE: 2 webinars of 3 hours each, either on the same day or on separate days;

Maximum of 12 participants. Individual job application coachings and detailed CV checks are optionally available afterwards.

METHODS

Pre-course survey: Course content will be tailored to participants' questions & needs;

Self-study: Participants look for job ads and prepare their application materials beforehand;

Workshop: Short lectures, individual exercises, group work, discussions, individual feedback;

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Course Instructors



Dr. Sarah de Carvalho Hartmann ([more info](#))

Sarah's passion is to help people discover their potential and find their individual career path. As part of The Scientist Coach team, she contributes her HR expertise and supports young scientists in exploring and successfully applying for diverse career opportunities outside the academic world.

Since 2013, she has worked in various HR functions in the area of personnel and organizational development and as an HR business partner in the pharmaceutical, automotive and industrial consumer goods sectors. Her extensive experience in HR enables her to provide targeted support to scientific professionals in their transition to the labor market outside of university research.



Dr. Iris Köhler ([more info](#))

Iris has always been an open-minded listener and knows from her own experience the challenges that young scientists face when planning their careers. She enjoys supporting them in developing their own career path - within or outside academia. Iris has conducted over 100 courses with over 1400 participants and over 300 individual consultations / coaching sessions (as of December 2023).

Iris is a certified career coach, trainer and experienced scientist. She studied agricultural sciences at the Technical University of Munich and received her PhD in 2013. After a postdoctoral stay in the USA and working as coordinator of the graduate school at the Helmholtz Center for Environmental Research in Leipzig, she founded her own company "The Scientist Coach" in 2019.

TESTIMONIALS

The trainer was exceptionally effective in delivering the workshop content, and the materials provided were comprehensive and engaging.

I really liked the balance between theory and practice. Sarah always gave a brief theoretical overview first and then we were able to apply the theoretical framework to ourselves.

The trainer has current work experience in HR and could always answer questions with examples from the real HR world. The materials were useful and I will use it to prepare myself for future job applications and interviews.

REFERENCES

Cluster of Excellence livMatS, Universität Freiburg
Helmholtz Zentrum München