



eastbio

the East of Scotland Bioscience Doctoral Training Partnership

Transferable Skills Training 2019-2020 Post-graduation Skills

(for fourth-year EASTBIO students)

Workshop leader: [Dr Bhavya Rao](#) (Careers Adviser, Careers Centre, St Andrews)

Date: Friday 6 March 2020, 11:00-13:30

Location: Lower College Hall (building 44, grid K2 on this [map of the University](#)), University of St Andrews

A light sandwich lunch with teas/coffees will be served at the conclusion of the workshop.

Registration:

To register, please go to the link below **no later than 5pm on 31 January 2020** (deadline extended).

<https://www.st-andrews.ac.uk/pdms/index.php?&CourseID=9982>

Workshop description:

CVs and job applications: getting into the shortlist

This event provides participants with a clear understanding of the recruitment processes used in academia and in other employment sectors. The event will provide practical advice on how to improve chances of being shortlisted for academic and non-academic posts, by tailoring the CV and application forms to meet the expectations and requirements of recruiters in different sectors. There will be opportunity to look at different types of sample CVs.

By the end of the session, participants should be able to:

- Recognise the recruitment processes typically used by Higher Education Institutions to recruit academic and research staff.
- Describe the reasoning behind different recruitment strategies.
- Craft an accessible, well-formatted CV, with an ability to tailor it to specific roles.
- Contrast the priorities for academic and non-academic CV content.

- Construct a cover letter which addresses the suitability of both the candidate and the employer.
- Analyse job descriptions to best respond to application forms.

Interview skills: how to impress a panel

This workshop provides participants with a clear understanding of several different types of interview process, including academic, competency-based, phone and Skype. Fundamental preparation and delivery techniques will be examined, along with some of the questions likely to be asked in different recruitment scenarios. Participants will also be encouraged to take part in mock questioning to improve their preparation and resilience.

By the end of the session, participants should be able to:

- Compare the differing focus in academic, competency-based or remote interviews.
- Evaluate good and bad interview etiquette.
- Anticipate and prepare for lines of academic questioning.
- Craft answers to competency-based questions using the STAR technique.
- Prepare concise, effective answers to interview questions based on the job description

EASTBIO training web-page: <http://www.eastscotbiodtp.ac.uk/year-4-consolidation>

For **further info**, please email enquiries@eastscotbiodtp.ac.uk