KSR is a trusted workforce solutions consultant with the ability to quickly present highly qualified candidates for a wide variety of scientific and clinical research positions.

KSR is a trusted career advisor, guiding employee/candidates in every aspect of their career.
• A little bit about Melisa
• What Kelly Scientific Resources or staffing agencies are and how they work?
• How to work with a recruiter
• Networking and finding a job – Social Media
• Your resume / CV
• Interview tips
• Hot jobs to keep an eye on
• Current Bay Area Jobs and tips
My Background

• PhD Molecular Biology/Microbiology, Tufts University, Boston MA
• Transitioned into Scientific Recruiting
• My current Role:
  – Northern California Recruiting and Business efforts for Kelly Scientific Resources
  – Promote the use and placement of Scientists
  – Leverage my connections through Social networking and scientific societies
  – Assist in Career Placements/Advancement
Staffing is a $92 Billion Dollar Industry

Customer Uses for an Agency

- Strictly Head Count
- Special Projects / LOA / Contract
- Screening / Liability carrier / Temp to Hire
- Recruitment Assistance / Direct Placement
- Full HR Augmentation / Online Software Packages

Free Service to Candidates
Kelly Scientific History, Scale & Scope

- **Kelly Scientific Resources is the largest scientific staffing supplier in the world** *
  - Recruiting Scientific and Clinical Research professionals since 1995
  - Operating on four continents, 20 countries with ongoing expansion
  - 80 locations in North America, Europe, and the Pacific Rim
  - Over 400 clinical research professionals and 4500 scientists on assignment globally on an average workday

- **Immersed in the scientific and business community**
  - Future Scientist Program – Internship program

- **Support a full range of Workforce Augmentation Needs**
  - Contract
  - Contract-to-Hire
  - Executive Search
  - Project Management

*July 2009 Staffing Industry Analyst*
Kelly Scientific Resources Experience

- KSR maintains a database of professionals from the scientific community for your specific workforce needs, thus saving you the administrative burden associated with recruiting and hiring of scientific professionals.

- Biotechnology
- Chemical
- Clinical Laboratory
- Clinical Trials Research
- Consumer products
- Cosmetics
- Environmental
- Food Sciences
- Life Sciences
- Medical Device
- Nanotechnology
- Petrochemical
- Pharmaceutical
- Physical Science
- Production and Manufacturing, Quality Assurance/Control
- Research and Development
Kelly Services Can Assist Everybody

### Commercial Staffing
- **Kelly® Office Services™**
  - Admin/Clerical
  - Data Entry
  - Reception

- **Kelly® Light Industrial Services™**
  - Food Service
  - Material Handling
  - Print Production

- **Kelly® Electronic Assembly Services™**
  - Material Planning
  - Material Handling
  - Machine Operation

- **Kelly® Marketing Services™**
  - Merchandising
  - Trade Shows/Seminars

- **KellyConnect®**
  - Sales
  - Help Desk
  - Market Research

- **Kelly Educational Staffing®**
  - Substitute Teachers
  - Paraprofessional Staffing

### Professional/Technical Staffing
- **Kelly Financial Resources®**
  - Accounting
  - Finance
  - Financial Services

- **Kelly Law Registry®**
  - Attorneys
  - Legal Management

- **Kelly IT Resources®**
  - System Admin
  - User Support

- **Kelly Engineering Resources®**
  - Designers
  - Drafters

- **Kelly Scientific Resources®**
  - Environmental
  - Clinical Research

- **Kelly Healthcare Resources®**
  - Allied Health
  - Behavioral Health

### Integrated Staffing Solutions
- **Kelly Automotive Services Group®**
  - OEM
  - Tier One
  - Tier Two

- **Kelly Government Solutions™**
  - Security Clearance
  - Contract Labor
  - Contract Compliance Services

### Outsourcing & Consulting
- **Contingent Workforce Outsourcing**
- **Recruitment Process Outsourcing**
- **Business Process Outsourcing**
- **Kelly HR Consulting®**
- **The Ayers Group™**

### Account Management Options
- **Kelly Merchandising Resources®**
- **Partnered Staffing**
- **Corporate Accounts**
- **Office of the President**
Why work with a Recruiter?

- 1-on-1 career consultation
- Access to positions that may not be posted
- Bypass HR “black hole” by working directly with hiring managers
- More exposure to all positions/departments
- Opportunity to leverage recruiter relationships
How to select & work with a Recruiter:

• Select a recruiter based on their niche and your career interests

• Ask questions to feel comfortable with the process
  (understand your role, their role)

• Be honest and expect honesty in return
Networking: How and why?

• Build a network of partners to keep open eyes and ears for new opportunities for you.

• Reach targeted individuals in two ways: directly or indirectly.

• Build visibility by raising your profile. Go to every social gathering you possibly can.

• Networking helps you find hidden opportunities and can set you apart from the competition.
Networking: How and why?

- Be active and visible
  - Professional Organizations- ACS, ACRP, CACO, AWIS, BayBio
  - Conferences & Tradeshows- Pittcon, Bio, BioSpace, MedDevice
  - Social and Professional – LinkedIn, Facebook

- Be respectful
  - Ask for contacts and information, not jobs
  - Offer yourself as a resource
  - Only use name with permission
Networking Using Social Media

- Add your email address and resume to your profile

- Solicit colleagues and friends for recommendations

- Join and participate within the groups you have interest in
  - Become a board member
  - Volunteer
  - Promote your involvement
Networking @ Career Fairs

• Cover the value you bring to a company (Elevator Speech)

• Provide resume and availability for work

• Have cover letter prepared with ‘sizzles’

• Inquire about next steps and get a name to follow up with
Job Boards & Aggregators

- **Job Boards**
  - [www.Hotjobs.yahoo.com](http://www.Hotjobs.yahoo.com)
  - [www.craigslist.com](http://www.craigslist.com)

- **Aggregators**
  - [www.Simplyhired.com](http://www.Simplyhired.com)
  - [www.Indeed.com](http://www.Indeed.com)
  - Linkup.com

- Visit company websites, as not all positions go to external job boards
Niche Sites with Job Boards, Discussion Forums and News

- www.acs.org
- www.biospace.com
- www.naturejobs.com
- www.sciencemag.org
- www.baybio.com
Career Development:
Resume vs. CV
Topics

Strategy

- Self-Assessment
- Nuts and Bolts
- Internet Strategy
Who Are YOU?

Start with a Self-Assessment

- Scientific Skills—your area of study
- Technical Skills—techniques, instruments, software
- Soft Skills—values, interests, qualities

If possible to quantify skills, do so!

<table>
<thead>
<tr>
<th>Scientific</th>
<th>Technical</th>
<th>Soft Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Molecular Biology</td>
<td>Q PCR, RT-PCR</td>
<td>Able to work independently or with a team</td>
</tr>
<tr>
<td>Proteomics</td>
<td>HPLC, AKTA, CE</td>
<td>Adaptable, able to learn quickly</td>
</tr>
<tr>
<td>Grant Writing</td>
<td>Software capabilities</td>
<td>Good oral and written communication</td>
</tr>
</tbody>
</table>
What Jobs Fit YOU?

- Make a career choice based upon your profile
- Match a career evaluation to your self-assessment
- Don’t be the square peg!
What Are Your Goals?

- **Long Term Goals are your Career Goals**
  - Ask what is important to me. Money? Prestige? Love of Science?
  - Imagine the position you would like to be in right before you retire…Engage those individuals!!

- **Short Term Goals are Job Goals**
  - Ask: will this job get me closer to Career Goal
  - What will this job do for me? Add skills? Gain management experience? Build network?

\[(Who \ you \ are) + (What \ you \ want) = Your \ Resume\]
Now Do Your Research

The Key to Keywords

- Find 5-10 postings for the job you want/are qualified for.

- Make side by side lists of qualifications listed in each ad.

- Make a master list of the most frequently used words, terms and phrases among all the postings.

These words should be the backbone of your resume! The first person screening your resume probably doesn't know your specialty and is just checking boxes…
#1 Question: Resume or CV?

- Resumes are used for industry positions and electronic submissions.
- CVs are appropriate at the PhD level for scientific research, teaching positions, applying to graduate or professional programs and international firms.
- CVs should only be used when specifically requested.
Objective and/or Summary of Qualifications

Objective:

- Entry-level or Career Changer
- 1-2 sentences
- Load up those key words—easily tailored for specific jobs

“To acquire a position in the research and development field of pharmaceutics that will allow further development of my toxicological skills.”
Education, Experience, Skills

- Be truthful
- Education usually **first** - No, don’t leave off the PhD
- Experience - always use **reverse chronological order**, give project summary and techniques used!
- Emphasize **Accomplishments and Novel ideas and scenarios**
- Technical skills section - **keywords** and easily tailored
The Aesthetics of a Resume

- Start with a Template for consistent appearance
- Check Spelling and English Grammar
- The 1 page myth and the 4 page mistake

Some Don’ts…
- …give personal information. This includes activities.
- …give references until you are asked for them
- …send publications in an electronic submission (industry)
This is your tool for getting interviews

Be prepared to answer questions from your resume

Tailor those key sections for each job

What’s Next……
Effective Internet Strategy

✓ The Internet is the best thing that ever happened to the Job Search!

✓ The Internet is the worst thing that ever happened to the Job Search!

Which statement is TRUE?

- Job seekers have unlimited access to job information. How do you manage it all?
- Companies have an internet black hole where your resume goes in and never comes out. How do you get out of it?
Maximize Job Information

“Search Agents are a job seeker’s best friend.”

Where to set them up

- Science Sites: Science Careers, Biospace, Nature Jobs, Kelly Scientific Resources
- Indeed, JuJu and Simply Hired: one board, all jobs
- Company websites: Some are difficult and don’t work. Check your target companies manually.
- Job Boards: Monster, Career Builder, Hot Jobs not always of great value to scientists

How to set them up

- Test and refine your search until you get exactly what you want
- Job Boards move fast so get results daily.
- Post more than one if you need to
Waiting for a response is not an option!

- Week One: Research the Company, decide if you want the job and complete the application. You will need a Cover Letter and Resume in doc and txt versions. Spell check and read over everything you send! Complete all steps!

- Week Two: Develop a contact name inside the company. Linked In, Google, Company website. Send an e-mail inquiry.

- Week Three: Follow up again. Use your network. Call your contact or ask your network to forward your resume. Be polite, respectful and sympathetic to the person looking through piles of resumes. Take NO for an answer-think relationship not job.

*This is time consuming and requires organization*
Interview Preparation:

- Create a list of questions (5+)
  - How large is the R&D Team?
  - What instrumentation do you utilize?
  - What products do you have in the pipeline?

- Make a list of strengths (5+)
  - Solid multi-tasking skills (provide specific examples)
  - Can work well independently and collaboratively
  - Strong written and verbal skills

Yes, do have some weaknesses on hand, but also with a positive plan to work around them!
Interview Tips

• Avoid being too early/too late
• Be courteous to office staff/receptionist
• Drive ahead of time if not certain of location
• Dress professionally
• Be prepared with resumes/documents/publications/references, etc.
• Ask questions and be prepared with answers to their questions!
• Use tips/interview questions to prepare: look on monster.com, careerbuilder.com, kellyscientific.com – Kelly toolkit
Interviewing: Common Topics

- Leadership
- Thinking and Problem Solving
- Communication
- Working effectively with others
- Initiative and Follow-through
After the Interview

• Inquire about next steps and follow through in a timely manner

• Thank you card or email immediately

• A strong interview may garner consideration for future opportunities
Current Hot Job Areas

- **Global Resources** – water purification, natural gas, mining
- Alternative fuels or energy - Algae, Solar, Plant products, Biofuel
- Documentation/ Regulatory / QA or QC
- Process Development – Cell culture/protein purification
- Environmental monitoring /remediation project management
- Clinical Research – (Santa Cruz)CRA, CRC, Clinical research analytics
- Clinical Laboratory Scientist (CLS) – Limited Licenses available start at $35/hr
Current job opportunities

- Quality Manager – Startup Biotech
- Production Manager – Startup Biotech
- Process Development – Pharma/Startup Pharma
- Documentation/ Regulatory / QA or QC – Pharma
- Lead Analytical Chemist – Nutraceuticals
- Scientific Marketing – Life Sciences
Questions

Email Resume to: 1576@kellyscientific.com
Visit website at www.kellyscientific.com
Call (925) 460-8370 (East Bay) 650-638-1099 (South Bay, Peninsula)