

Job Hunting in the Biotech Industry

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Medical Sciences Building Lobby S-140
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Seminar Goals

- **Improve understanding of unique biotech industry features for scientist job seekers**
- **De-mystify job hunting in industry**
- **Provide step-by-step process for conducting a job search for scientist positions in industry**
- **Build basic skills for interviewing successfully**
- **Understand the compensation negotiation process**

Seminar Sections

- What you should learn before you start - unique facts about industry job market and selection process
- Preparing industry resumes
- Finding company information and finding scientists at companies
- Four techniques for a comprehensive job search
- How to prepare for biotech interviews
- Compensation negotiation tips

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Overview of Biotech/Pharma Job Market

Read these:

- Ernst and Young: Global biotechnology report 2012, 2013
 - Where are the jobs?
 - What kinds of companies are growing?
 - Overall health of industry?
- Biospace.com Free Newsletters

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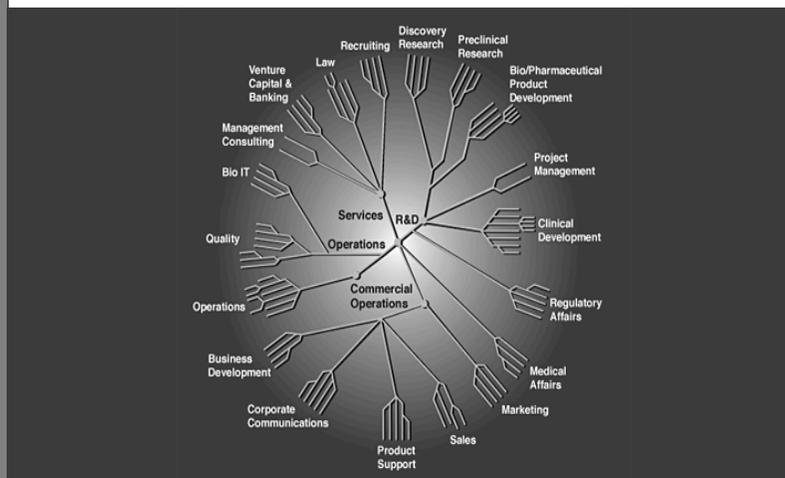
Overview of Biotech/Pharma Job Market

Unique company structures and types of jobs.
Learn more!

Read: *Careers in Biotechnology and Drug Development (Freedman)*

Project: Read 20 job descriptions for “Scientist” in your field

Overview of Biotech/Pharma Job Market



Overview of Biotech/Pharma Job Market

Unique Hiring Process:

Step 1: Human Resources – Is the candidate a general fit for the position description? Cover letter (10 seconds); resume (20 seconds)

Step 2: General fit? Goes to hiring manager (scientist). Cover letter (10 seconds); resume (1-2 minutes). Phone interview?

Step 3: Phone interview(s) with HR and/or Hiring Manager. Invite for site visit?

Step 4: Site visit includes interviews with 1-10 scientists/mgrs; possible job talk with interdepartmental audience. Offer?

Total time, Steps 3 thru 4: 1-3 weeks

Application Materials Needed

- **General resume – for networking purposes only**
- **Job application resumes – your general resume tailored for each individual job description**
- **Cover letter draft – tailor for each job description**
- **Business cards – for networking and interviewing**

Betty Smith, PhD
Hydrogeologist

Betty Smith
Hydrogeologist

CV vs. Resume

Curriculum Vitae (Academia)

- Unlimited length
- Complete academic history
- No “summary” or “objective”
- Minimally tailored
- Organized using typical section headings & content
- Just the facts
- Cover letter and references:
Critical role

Resume (Business and Industry)

- 1-3 Pages, incl. publications
- Selected history
- Begins with “summary”
- Carefully tailored to each job
- Organized with highly-tailored section headings & content
- Some self-promotion expected
- Cover letter and references:
Less important

Resume writing tips

Effective layout and section titles:

- **Heading**: Name, address, phone (not lab), email, website
- Profile or **Summary** or Highlights section
- **Education**
- **Experience-related section headings** – *descriptive!*
- **Skills** or Techniques – categorized list
- **Awards/Funding/Honors** – describe if not obvious; omit if not relevant
- Presentations and **Publications** -- at the end
- References – Generally none, unless requested

Resume writing tips

Use a Summary section or Profile section

- First section of resume
- Purpose #1: Hook the Hiring Manager into reading more
- Purpose #2: Make it easy, quick for HR to see that you fit

Useful format:

- 1-2 line statement: classify and sub-classify yourself
- 2-5 bullets: connects you to desired/required qualifications
- ONLY include items that will help convince the reader you are a fit for the job description

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Resume writing tips

Use a Summary or Profile section

Scientist – Protein Chemist

....We are seeking a highly motivated PhD scientist to join our Technology Development Team...

The Technology Development team is seeking a uniquely qualified individual to establish a new project that combines our chemical synthesis core technology with state of the art combinatorial peptide methods.

Requirements:

- PhD in Biochemistry
- 2-5 years of experience in industry or a combination of industry and related postdoctoral experience
- Experience with structural biology, NMR or X-ray crystallography is a plus
- Background in folding and purification of proteins is highly desirable
- The job entails both bench work and management skills
- The job demands excellent communication skills, writing skills and the ability to work in teams

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Resume writing tips

Use a Summary or Profile section tailored to job desc

Amelia Earhart, PhD

Dept. of Biochemistry & Biophysics
Box 000
University of California at San Francisco
San Francisco, CA 94143

Phone: (415) 111-2222 (H)
(415) 333-4444 (W)
e-mail: shu@ucsf.edu

PROFILE

Protein chemist with more than 5 years combined post-doctoral experience in industry and academic settings

- Extensive background in chemistry and structural biology
- Protein purification experience
- Experience with NMR and X-ray crystallography
- Excellent communication, teamwork and writing skills developed through previous industry position, bench and management duties

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Resume writing tips

When necessary, make sense of your background and skills for the non-scientist

Use the 3-bullet format to write about your research

-What's the big question you're trying to answer?

-How are you trying to answer it? What methods? What approaches?

-Accomplishments...What interesting things have you found? Might you find? What are the potential applications of this research?

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Resume writing tips

Effective layout and section titles when making lists:

SECTION HEADING

Sub Heading

List Item #1

-Details in bullets

RESEARCH EXPERIENCE

University of California, San Francisco **1999-Present**

Postdoctoral Fellow, Laboratory of Dr. R. U. Ready

-Developed novel...resulted in 17 publications in Cell...

Case Western Reserve University, Cleveland, OH **1995-1999**

PhD Candidate, Laboratory of Dr. I. Rule

-Initiated discovery of...

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Edson Arantes do Nascimento

200 Goual!!!!!! Ave., Davis, CA 94114
t: 123-456-7890, w: 987-654-3221, pe@dmil.edu

QUALIFICATION SUMMARY

- **PhD level biologist with background in bioinformatics, web programming and web-based database development.** Expertise in developing computational tools to analyze a wide range of research data.
 - Languages include Java, Perl, "list names of all other languages here"
 - Computer platforms and applications include Unix, Linux, "list name of all other platforms and applications here"
 - Bioinformatics tools (implemented locally) include Blast, "list names of all other bioinformatics tools here"
- **Bioinformatics accomplishments:**
 - Developed programs to extract novel genes from a sequenced genome.
 - Developed and/or implemented numerous applications for large-scale analysis and manipulation of high-throughput experimental results.
 - Annotated, curated, and managed genomic microarray, and proteomic data. Designed, built, and administered a genomic web database.
- **Wet laboratory experience in molecular biology, microbiology, genetics, and biochemistry.**
- **Strong communication and collaboration skills.** Led a team to annotate a sequenced genome. Managed technicians and teaching assistants. Instructed students. Collaborated with colleagues to produce peer-reviewed publications, conference presentations, and successful competitive grant proposals.

EDUCATION

- | | |
|---|------|
| Cell Biology, PhD, Stanford University | Year |
| • <i>Dissertation:</i> "You will place the title of your dissertation topic in this space". | |
| Biology, MS, New York University | Year |
| • <i>Thesis:</i> "You will place the title of your thesis topic in this space". | |
| Biochemistry, BS, Universidade de Brasilia | Year |

BIOINFORMATICS EXPERIENCE

- | | |
|--|--------------|
| University of California at San Francisco, Department of Biochemistry, with David Beckham | Year-present |
| <i>Principal Investigator: David Beckham</i> | |
| <ul style="list-style-type: none"> • Computational discovery of novel proteins in a "type of pathogen here" pathogen. Wrote Perl scripts to extract previously undescribed pheromones and virulence factors, including morphogens and secretory hydrolases, from the sequenced genome of "list name of genus species here". Identified and characterized their positions using local implementations of "list names of other bioinformatics tools here". Wrote Perl scripts to parse the sequence analysis output. • Annotation of a sequenced "type of genome here" genome. Led a 10-person team to manually annotate the "name genus species here" genome. Constructed a computational pipeline to annotate the genome by developing procedures to 1) analyze the genome, 2) parse the analysis output, and 3) convert the results into tables for entry into a local relational database. Installed Blast, "list other program here" and used them to comprehensively compare the genomic sequence to the complete GenBank, Pfam, and SCOP/Gene Ontology data sets. Routinely used Perl to facilitate curation of the genome. • Analysis of microarray data and regulatory sequences. Wrote Perl scripts to extract potential regulatory DNA sequences flanking each gene in the "list species genus here" genome. Applied clustering algorithms in "list bioinformatics tool used here" and motif-detection algorithms in "list other programs here" to these sequences in combination with Affymetrix data. | |

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Edson Arantes do Nascimento, PhD
CV Page #2

- **Design, construction, and administration of a web database server.** Installed, configured, and ran the server software: Linux operating system, Apache web server, ARC database server, EFG, and HJI servers. Built relational databases, web pages, and server-side scripts in both Perl and ARC. Published annotation tables and other results of automated sequence analysis on the web database. Currently expanding the web database to generally manage, query, and internally distribute the Beckham lab's PCR array and Affymetrix gene expression data. The web database is publicly accessible at <http://uscf.edu>.
- **Computational discovery of gene families.** Developed a procedure to scan whole fungal genomes for gene families using "list names of scripts here" scripts. Currently using a diverse tool set to characterize these families.

LABORATORY RESEARCH EXPERIENCE

Department of Biochemistry, University of California, San Francisco Year-Year
Principal Investigator: David Beckham
 Employed genetic and biochemical approaches to: 1) document communication between pathogen cells, 2) discuss second goal here, 3) discuss third goal here. Managed and instructed a technician. Won as Principal Investigator, \$XX,000 in competitive grants.

Department of Marine Biology, Monterey Institute Year-Year
Principal Investigator: Hristo Stetskiyov
 You will discuss the nature of your research here for 2-3 lines, focusing on what you accomplished, and if you managed any staff. You will discuss the nature of your research here for 2-3 lines, focusing on what you accomplished, and if you managed any staff.

Department of Biology, New York University Year-Year
Principal Investigator: Zinedine Zidane
 Used cell genetics to study viral oncogenes in a rat cell line... discuss nature of research here for 2-3 lines, focusing on what you accomplished, and if you managed any staff. You will discuss the nature of your research here for 2-3 lines, focusing on what you accomplished, and if you managed any staff.

SIGNIFICANT TRAINING

Advanced Object Oriented Application Development in Java, University of San Francisco Year
 Project manager, architect, and lead coder for group project.

Introduction to Business Computer Programming with Java, University of San Francisco Year

A Life Scientist's Guide to Intellectual Property, the Center for BioEntrepreneurship, UCSF Year

Idea to IPO...and Beyond, the Center for BioEntrepreneurship, UCSF Year
 Startup project included creation of written business plan and live slide presentation to venture capital panel.

Bioinformatics, Functional Genomics and Proteomics Workshop, University of California, Irvine Year

TEACHING EXPERIENCE

New York University, Dept. of Biology Year
 • Laboratory instructor for "Introduction to Experimental Biology"
 • Teaching assistant for "General Biology"

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Edson Arantes do Nascimento, PhD
CV Page #3

CONSULTING EXPERIENCE

West Coast Films, San Francisco, Year. Freelance research on XXXXXXXX PBS documentary, "Name of Documentary Here", premiered Year.

SELECTED GRANTS and AWARDS

• **Name of Program Grant Here, Year-Year, \$XXX,000.**
 • **Name of Program Grant Here, Year-Year, "Topic of Research Here", Principal Investigator, \$XX,000.**
 • **Name of Program Grant Here, Year-Year, "Topic of Research Here", Principal Investigator, \$XX,000.**
 • **Name of Award Here, Year-Year, "Topic of Research Here", \$XX,000.**

SELECTED PRESENTATIONS

Arantes do Nascimento, E, and Beckham, D. "Name of Research Here", and Arantes do Nascimento, E, and Beckham, D. "Name of Research Here". UCSF School of Dentistry Research Day, Year.

Arantes do Nascimento, E, and Beckham, D. Year. "Name of Research Here". Oral presentation at the Name of conference here.

Arantes do Nascimento, E, and Beckham, D. Year. "Name of Research Here". Oral presentation at the Name of conference here.

Arantes do Nascimento, E, and Beckham, D. Year. "Name of Research Here". Oral presentation at the Name of Investigators' Meeting Here.

Arantes do Nascimento, E, and Beckham, D. Year. "Name of Research Here". Name of Conference here.

Arantes do Nascimento, E, and Zidane, Z. Year. "Name of Research Here". Oral presentation at the Name of conference here.

Arantes do Nascimento, E. Year. "Name of Research Here". Oral presentation at the Name of Meeting Here at Special Place Laboratory.

SELECTED PUBLICATIONS

Zidane, Z*, Arantes do Nascimento, E*, and Beckham, D. Year. "Name of Research Here". Name of Journal Here 111(22):3456-7890. *Co-equal authorship.

Arantes do Nascimento, E, and Zidane, Z. Year. "Name of Research Here". Name of Journal Here 111(22):3456-7890.

Arantes do Nascimento, E, and Zidane, Z. Year. "Name of Research Here". Name of Journal Here 111(22):3456-7890.

Arantes do Nascimento, E, and Zidane, Z. Year. "Name of Research Here". Name of Journal Here 111(22):3456-7890.

Arantes do Nascimento, E, and Zidane, Z. Year. "Name of Research Here". Name of Journal Here 111(22):3456-7890.



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Resume writing tips

Review samples of successful PhD resumes targeted at industry research jobs:

career.ucsf.edu

- Grad Students and Postdocs
- Non-academic careers
- Applying for jobs

References in the Industry Hiring Process

- Phone call reference check happens at the end of the process
- What if you can't tell your PI yet that you might leave?

"I would prefer to provide references other than my current PI. I feel I've done great work in the lab and I'm confident my boss would provide a positive reference for me. But I have not told her yet that I am job hunting, and I would prefer to hold off on that discussion until I am sure that I have a job offer."

Finding company information: Create your Preferred Company List

- **20-30 companies where you would most like to work**
- **Based on product area or disease focus, location, size of co.**
- **Research project:**
 - Name of company
 - Name of scientist whose work interests you
 - Email address of that scientist

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Finding company information: Create your Preferred Company List

Company Name Name of Scientist email of scientist

Company #1

Company #2

>

>

>

Company #20

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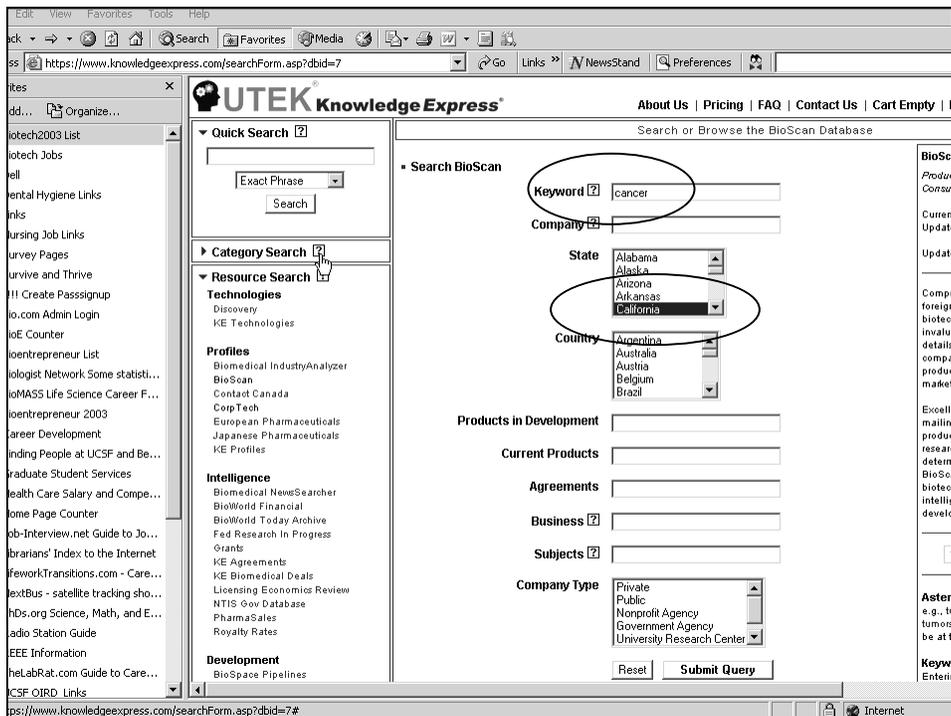
Job Hunting in the Biotech Industry

Getting Started: Create your Preferred Company List

RESOURCES for creating your preferred company list:

- Always first: companies and scientists you know
- Journals in your field
- Biospace.com newsletters
- Local biotech industry organizations such as NCbioscience.net, MassBio, BayBio
- Databases of biotech company information
 - Duke University Library – OneSource
 - Elsewhere – check local libraries for **Corpotech**, search for: Technology > Biotechnology > Pharmaceuticals or Technology > Medical devices, etc. Then, search by disease area, company location or size

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Facility:
52,000 sq. ft. headquarters

Placements:
Raised \$20M in sale of 3.1M shares of Series B convertible preferred stock (12/97)
Raised \$725M in follow-on offering (3/00)
Raised \$284M in private placement of 4.1M shares of common stock (12/00)
Private placement of \$200M in Convertible Subordinated Notes (2/02)

Business Strategy:
Develop and commercialize antibody therapeutic products for the treatment of a variety of disease condition related diseases, inflammatory and autoimmune disorders, cardiovascular disease, infectious disease

Agreements:

- (2001) **CuraGen Corp.** (R&D agreement): Therapeutic antibodies
- (402) **Diabotogen Biosciences Inc.** (R&D, option and license agreement): Therapeutic antibody for undisclosed autoimmune disease
- (101) **Dyax Corp.** (technology acquisition agreement): creation of new antibody libraries
- (699) **Genentech Inc.** (research license and option agreement (4/98), expanded to include second in area of cardiovascular research, Abgenix will receive undisclosed research funding and if Gen Abgenix could receive license fees and milestone payments plus royalties on future product sales make antibodies against undisclosed antigen targets
- (1299) **Human Genome Sciences Inc.** (R&D agreement and technology exchange): Fully human antibody
- (699) **Japan Tobacco** (R&D and marketing agreement): ABX-IL3
- (101) **Lexicon Genetics Inc.** (drug discovery alliance): Antibody development
- (798) **Millennium BioTherapeutics Inc.** (exclusive research agreement): Abgenix's XenoMouse technology human antibody drug against inflammatory disease
- (1207) **Pfizer Inc.** (development agreement—Pfizer will make equity investment as part of up-front milestones, research costs, license fees and provide royalties from sales of any products): Abgenix antibodies against undisclosed antigen targets
- (298) **Schering-Plough Research Institute** (collaborative research agreement): Abgenix's XenoMouse generate fully human MAbs to an undisclosed antigen target for SPRI
- (1099) **U.S. Army** (R&D agreement): Poxvirus antibodies

Research & Development:
Antibodies for inflammation, cancer, autoimmune disorders, transplant rejection

Search: Search Clear

Limits

Dates
Published in the Last:

Type of Article
 Clinical Trial
 Editorial
 Letter
 Meta-Analysis
 Practice Guideline
 Randomized Controlled Trial

Species
 Humans
 Animals

Subsets
 AIDS
 Bioethics
 Cancer
 Complementary Medicine
 Core clinical journals
 Dental journals

Text Options
 Links to full text
 Links to free full text
 Abstracts

Languages
 English
 French
 German
 Italian
 Japanese
 Russian

Sex
 Male
 Female

Ages
 All Infant: birth-23 months
 All Child: 0-18 years
 All Adult: 19+ years
 Newborn: birth-1 month
 Infant: 1-23 months
 Research Field: 9, 8, 7, 6, 5, 4, 3, 2, 1

Search Field Tags
Field:

Web Images Maps News Shopping Gmail more ▼

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Web

[Abgenix Inc. Information | Business.com](#)
Website: <http://www.abgenix.com> Phone: +1 510 608-6500. Address: ... www.abgenix.com.
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[Abgenix Reaffirms Optimism Regarding ABX-EGF. - Free Online Library](#)
For more information on Abgenix, visit the company's website at www.abgenix.com.

How to guess the scientist's email address once you know their name...

Job Hunting in the Biotech Industry

Job Hunting Techniques – What works?

“I spent two hours applying for jobs on Biospace.com. Then I got offered four jobs. Now I’m CEO of the company!”



SEEKER PROFILE

Mike W.
CRA Program Manager (B2B, Community Lending)
San Diego, CA

Commute to work:
Often work at home

Best thing about my job:
“I get to work my own schedule.”

Monster Facts:
Number of jobs...
Applied to: 10
Interviewed for: 5
Offered: 3

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Four job hunting techniques that work

1. Answering internet ads *effectively*
2. Networking with contacts in your field
3. Attending job fairs *effectively*
4. Working with third party recruiters

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Technique 1: Answering internet ads

1. Locate an interesting position
2. Research that position and company
3. Create targeted resume and cover letter
4. Submit resume as instructed in ad, to HR
5. Then email resume w/letter to a scientist within the company

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Technique 1: Answering internet ads

Resources:

- **Journals from your field**
- **General sites**
monster, indeed, craigslist
- **Biotech jobsites**
sciencecareers.org, biospace.com, medzilla.com,
naturejobs.com, the-scientist.com/careers
- **“Careers” site at each of your preferred companies**

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Technique 1: Answering internet ads

Send a “2nd Application to a scientist

Sample letter for your “2nd Application” to a scientist

Dear Dr. Adams:

I have been reading with interest about the scientific developments at Abgenix. And because of my background in XYZ, I have been reading with particular interest the fascinating work that you have been doing in the area of XYZ.

I recently noticed a job posting on the Abgenix website for a Protein Chemist (Job #112345J), for which I feel I am very well qualified. I have already applied on line to the Human Resources website but I was wondering if you would be willing to also send my attached resume on to the scientist who is hiring for the Protein Chemist position? Or, if you are the hiring scientist, I hope you will read my resume and consider contacting me for an interview!

Thank you for your assistance.

Sincerely,
Fred Jones
Dept. of Immunology
UCSF
415-555-5555
fred@ucsf.edu

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Technique 2: Networking in your field

- Start with your “preferred company list” – 20-30 companies you would like to work for (based on location, size, product or research area)
- Identify at least one person at each company to contact
- Conduct an “*informational interview*” with each contact
- Add to list of companies and contacts; continue with info interviews
- Knowledge of “hidden” jobs; suggestions to apply for positions *will* emerge
- You will be able to use your new network to “get around” HR

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Technique 2: Networking in your field

- Email each person and ask to set a time to talk
- Tell them you’re beginning to think about “**making a change from academia to industry**”
- Tell them you’re “**not asking for a job**”, and “**ONLY seeking information and advice on our field and the transition to industry**”
- Let them know you’ll be “**brief, structured**”; offer to buy coffee/ lunch
- Use Informational Interview tutorial at myIDP.sciencecareers.org, at the “Talk to people” tab
- Email a thank-you note later
- Keep your contacts updated on your job search or other progress

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Job Hunting in the Biotech Industry

myIDP.sciencecareers.org

http://myidp.sciencecareers.org/TalkToPeople/InfoInterviews

myIDP INDIVIDUAL DEVELOPMENT PLAN Science Careers

LOG OFF | CONTACT US | MY ACCOUNT | ABOUT myIDP | ABOUT Science Careers

AAAS

Talk to People [Return to Plan](#)

Overview Summary | Personal Information | Assessment | Skills Assessment | Interests Assessment | Values Assessment | Career Exploration | Consider Career Fit | Read About Careers | Attend Events | **Talk to People** | Choose a Career Path | Set Goals | Career Advancement Goals

Networking | Informational Interviews | My Activities

Why is this important?
The most effective way to learn about a highly specialized career is to get advice from someone who has traveled down that path before you. The process of gathering information about a career path from another professional who is experienced in that field is called "informational interviewing".

Through the informational interviewing process, you can learn:

- the pro's and con's of a career path
- how to make a successful transition onto that new path
- how to conduct an effective job search in that field

How to conduct an informational interview

1. Email an invitation to your informational interview "target" ([download example correspondence](#)).
2. Tell him or her that you seek advice, not a job offer.
3. Ask to set up a 20-60 minute appointment to talk.
4. Take a customized list of questions to your meeting ([view a list of questions related to your top values, and download other general questions](#)).
5. Conduct the informational interview.
6. Follow up with a thank you note ([download example correspondence](#)).
7. If appropriate, follow up periodically.

Keep a log
Click the *My Activities* tab above, and keep track of your informational interviews. Include information such as the person's name, their title, and briefly what you learned from that discussion. These notes will be helpful if you follow up with him or her later to share your progress.

Job Hunting in the Biotech Industry

myIDP INDIVIDUAL DEVELOPMENT PLAN Science Careers

Sample Letter Requesting an Informational Interview:

Dear Dr. Adams:

I have been reading about the work of ABC Bio, Inc. I am beginning to think about the next step in my career and would like to explore the potential career paths available in industry research. I am hoping that you will be willing to give me some career advice, from one former UCSF immunology postdoc to another.

Would you be willing to meet in person or by telephone to talk with me about your own career path and about how scientists can transition successfully from academia to industry?

Thank you for your assistance.

Fred Jones, PhD
Postdoctoral Researcher
Department of Immunology
UCSF

415-555-5555
fred@ucsf.edu

NOTE:
In order to increase the likelihood that Dr. Adams will respond positively, Fred noted a personal connection to Dr. Adams. (In this case, they had both been postdocs in the same department.)

Other examples of a personal connection might be:

- They both attended the same university, as in the example above.
- Fred was referred to Dr. Adams by a mutual colleague, or through a connection on LinkedIn, in which case Fred should refer to the mutual

Job Hunting in the Biotech Industry



General Questions You Might Ask In An Informational Interview

1. Can you tell me a little bit about your current responsibilities?
2. Can you describe a typical day?
3. How did you get into this field? What kinds of additional experience or training did you need to have in order to get a job in this field?
4. What are potential future career opportunities for someone in your position?
5. What types of skills and experiences are essential for succeeding in your position?
6. How would you describe the culture, management style, and organization of your company?
7. Can you tell me about typical compensation packages within this career field, including salary range and other benefits, as well as work-life balance?
8. What advice would you give someone in my position who wants to be successful in the field?
9. Can you tell me anything about other firms involved in this activity or sector? Do you know of any companies/institutions that might be expanding or hiring in the next year?
10. Are there professional organizations that I should consider joining or websites that I should be looking at to get additional information?

Job Hunting in the Biotech Industry

Technique 2: Networking in your field

ADDITIONAL RESOURCES

Meetings: Invite industry scientists to your poster/talk

Scientist networking groups: BioE2E, BayBio, SWE, AWIS, BioSF.org

**www.ucsf.edu/career
click on "Life Sciences", "Samples/Resources",
"Going on the Job Market", "Networking"**

**Articles by Dave Jensen on sciencecareers.org
"Networking Part 1: Making the Most of Your Contacts"
"Networking Part 2: More Networking Scenarios"
"More Than Just a Job-Seeking Tool"**

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Technique 3: Attending job fairs

- **Attend multiple industry-specific fairs**
- **Before the event: Prepare a targeted resume for jobs for which you are most qualified**
- **Also hand out generic resumes when asked**
- **Follow-up: Email targeted resume after the fair; ask to be referred to scientist in your field**

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Technique 3: Attending job fairs

- **For the company where you have a targeted resume:**
 - **Approach representative slightly to side**
 - **Greet**
 - **Hold out targeted resume**
 - **Say “there is a (specific title) scientist position on your website for which I feel I am particularly well qualified. I have placed the job number at the top of this resume (point). And I would like to point out several things on my resume that I think make me an ideal candidate for this position (point point point).”**
 - **Finish with a brief question if a dialogue does not begin**

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Technique 3: Attending job fairs

RESOURCES:

Career Fairs

- Major Professional Societies Career Fairs
- Vendor and Product Fairs at Professional Society Meetings – make it into a career fair
- Scientific job websites sponsor fairs in biotech cluster cities

Career Fair Preparation Advice

- Navigating a Job Fair* – includes list of sample questions to ask at a booth career.ucsf.edu; Life Sciences
- Fair Thee Well: Strategies for Job Search Success* article by Peter Fiske www.sciencecareers.org
- Making the Most of a Career Fair* article by Garth Fowler on www.sciencecareers.org

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Technique 4: Working through third party recruiters

WHAT ARE THEY?

“Headhunters” or “Search Firms” -

Consultants hired to locate, screen potential employees

Three types of headhunters:

- Contingency firms
- Retained firms
- Contract agencies

Paid by employer seeking to fill a position, not paid by you

If they ask you to pay...don't work with that person!

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Technique 4: Working through third party recruiters

HOW TO GET HEADHUNTERS TO HELP YOU:

- Be visible in your field AND/OR
- Develop list of headhunters; send a resume for their db
- Follow-up phone
- Wait; call them every 2 months to “update your resume” or ask advice

WHAT TO DO IF THEY CALL:

- BE SURE to get their name and contact information
- Ask if they work on Contingency or Retained basis
- Expect to be interviewed by the headhunter
- Headhunters send short list to hiring manager, for final decision
- Headhunter will likely participate in negotiating compensation

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Technique 4: Working through third party recruiters

RESOURCES:

Google, for example: “*immunology* search firm”

Contract agencies include:

- Kelly Scientific
- Lab Support
- Yoh Scientific
- Lab Pros
- Kforce

Post your resume on Monster or Biospace

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Putting it all together

Formula for a comprehensive job search

- Techniques 1 + 2 + 3 + 4 = Job

How long does it take? How much time to devote?

- Often, six months or more for a PhD-level scientist leaving academia
- Commit to spending x hours per week on job search
- Hours spent on each technique in proportion to effectiveness

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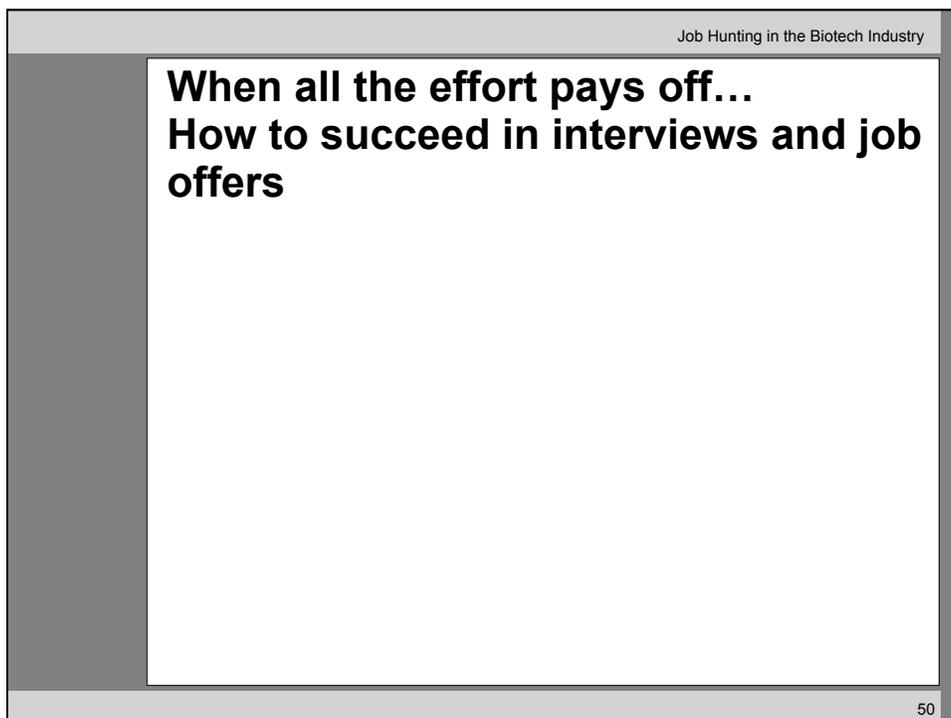
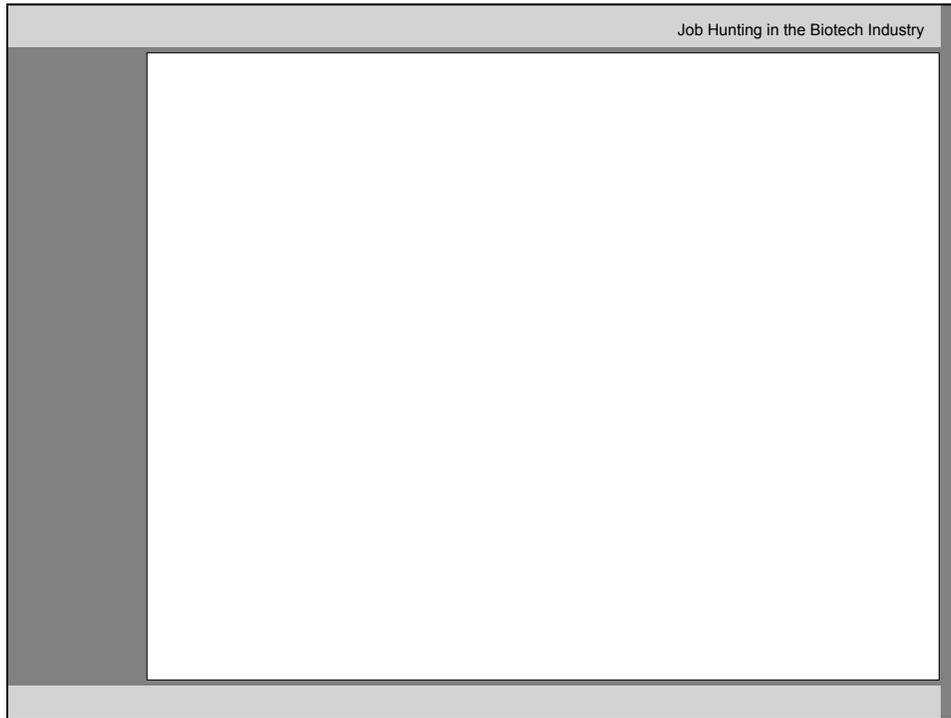
Conclusion

1. Questions you should answer *before* you start
2. Preparing industry resumes
2. Finding company information and finding researchers at companies
4. Four techniques for a comprehensive job search

It really works!

Start early and you will get interviews!

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Dream job description

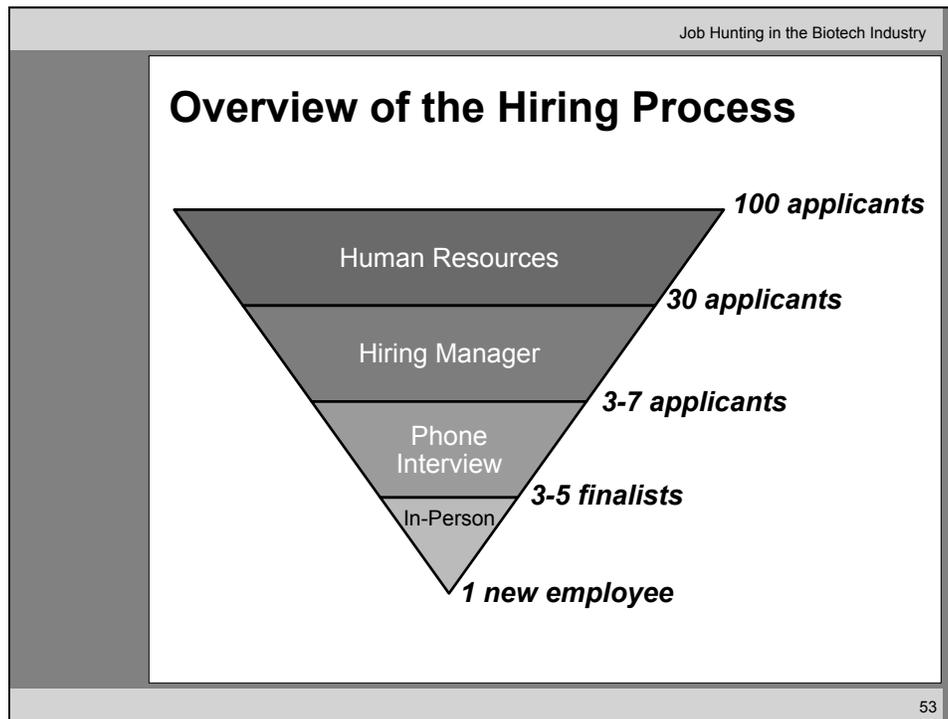
- Job title
- Type of organization
- Required qualifications
- Type of science or tasks or activities

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What will we cover?

- **Interviewing Skills**
 - Anatomy of an industry interview
 - Opening questions
 - Interpersonal and team skills questions
 - Phone interview, site visit and job talk tips

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Job Hunting in the Biotech Industry

Purpose/Goal of an Interview

- **Employer:**
 - To find out if you can meet the scientific and technical priorities of the job.
 - To find out if you will be a good addition to their team.
- **You:**
 - To discover if the position and company fit your skills, offer tasks/work content that you will enjoy and meet your values/goals
 - PRIMARY: To get a job offer.

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Anatomy of an Interview

Or, why is the Hiring Manager asking you that question?

- 1. Opening/Agenda Setting**
 - 2. Scientific/technical questions**
 - 3. Interpersonal skills and team-fit questions**
 - 4. Your Questions**
- **Conduct your interview preparation with this structure in mind.**

1. Opening/Agenda Setting

Typical Questions

- Tell me about yourself.
- Why are you interested in the position?
- Why are you interested in this company?
- Why do you want to leave academia?
- Where do you hope to be in 5 or 10 years?

Job Hunting in the Biotech Industry

1. Opening/Agenda Setting

Tell me about yourself (15 sec)

Academic training

+

Relevant scientific/technical skills and background

+

Interested in/skilled for job because

=

Tell me about yourself

I am a PhD level biochemist, current postdoc at UCSF

+

Past five years been studying cancer biology (a bit more detail)

+

I'm specifically interested in THIS position because it would allow me to...

=

Tell me about yourself

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Job Hunting in the Biotech Industry

1. Opening/Agenda Setting

Why are you leaving academia?

- Do not focus on the negative, what you are moving away from
- Focus on what you are moving toward, what's attractive about industry
 - applied nature of research
 - team based
 - fast paced
- Ok to be realistic about academia

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1. Opening/Agenda Setting

Where do you want to be in 5 or 10 years?

- Do not focus on job titles
- Focus on characteristics of the ideal 5-10 yr job
- Start with list of career-related values: What's important to you?

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3. Interpersonal Skills and Team Fit

Typical questions focused on past behaviors

- Give me an example of a time when you had to manage competing priorities effectively. (multi-tasking)
- Give me an example of a crisis situation you have handled successfully. (positive response under pressure)
- Tell me about a tough group you had to get cooperation from. What was the issue and how did you go about obtaining "buy-in"? (delegation)

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3. Interpersonal Skills and Team Fit

Typical Questions

- Give me an example of a time when you had to manage competing priorities effectively.
- Give me an example of a crisis situation you have handled successfully.
- Tell me about a tough group you had to get cooperation from. What was the issue and how did you go about obtaining “buy-in”?

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3. Interpersonal Skills and Team Fit

Responding Effectively: STAR technique

- Respond with very specific past tense stories:

| | |
|------------------|---|
| Situation | <ul style="list-style-type: none"> • As a graduate student, I've had to manage multiple projects at one time, some of my own and some of which were collaborations with other researchers. In the past year, I was wrapping up a set of experiments for a first author paper. At the same time, I was collaborating with a postdoc in another lab on some animal studies. In both cases, there was sense of urgency to get results. |
| Task | <ul style="list-style-type: none"> • So I knew that if I didn't carefully organize my time, I would not be able to hit all of my deadlines. |
| Action | <ul style="list-style-type: none"> • The animal studies were time-consuming, requiring daily measurements. Therefore, first I met with my postdoc collaborator and set a schedule that divided up the responsibilities for that project and set sub-deadlines for each step. • Then I sat down and mapped my manuscript-related deadlines on top of that other list. This ensured that we would complete the experiments in a timely manner and allowed me the time I needed to complete my independent experiments and draft a manuscript. |
| Result | <ul style="list-style-type: none"> • Manuscripts for both sets of experiments were submitted within 1 month of each other, and both have been accepted for publication now. One is even going to be in a top journal! |

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3. Interpersonal Skills and Team Fit

Practice the STAR technique

- Select a behavioral style question.
- Write your response in STAR bullets

1. Give me an example of a time when you had to manage competing priorities effectively. (multi-tasking, getting a lot done)
2. Give me an example of a crisis situation you have handled successfully. (positive response under pressure)
3. Tell me about a tough group you had to get cooperation from. What was the issue and how did you go about delegating the task so that they wanted to help you? (delegation)

Situation

Task

Action

Result

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Job Hunting in the Biotech Industry

3. Interpersonal Skills and Team Fit

Responding Effectively: STAR technique

- Practice answering a behavioral style question with a partner.
- Feedback:
 - How did your partner do on the *STAR organization* of the response? How could they improve?
 - How could your partner improve the *content* of the response?
- Examples available on career.ucsf.edu (OCPD's website).

Situation

Task

Action

Result

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4. Your Questions

- Bring a list of written questions!
- Remember your purpose/goal is to find out if you'd like to work there AND to get an offer.
- Generic examples:
 - What are the day to day responsibilities?
 - What are the advancement opportunities?
 - What characteristics are rewarded/valued in this position?
- Generate more insightful questions, reflecting what you wonder about the role. Think "what don't I know about how this job will be done successfully?"
- Business questions: Before the interview, think about what you'd like to know and research the company or unit.

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General Interview Tips

Be Prepared for Phone Interviews

- Express enthusiasm
- Politely ask to call them back
- Call on a land line, quiet place
- Focus on brevity
- Stand up, walk around



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General Interview Tips

Be Prepared for the Site Visit

- Get the schedule as soon as possible
- Talk/email the company; ask questions, in advance
 - Know why they are interested in you, in advance
 - Know what the specific priorities are, in advance
 - Know what their main challenges are, in advance
- Refer to these conversations during the interviews!
- Read up on their business news and history; build questions in advance; show curiosity

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General Interview Tips

Be Prepared for the Job Talk

- Less about your current research project
- More *you* than an academic talk
- Find out who will be in your talk audience; then start big and funnel down to your talk topic
- Less *data* than in an academic talk
- Make it clear what *your role* was
- Very little about future directions
- Instead, address what challenges the group is facing and how you could help

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General Interview Tips

Make a Good *First* Impression

- There are many ways you can make a first impression
 - Web presence
 - Voice message
 - Entrance: Look your best, arrive early, be extra-pleasant with the administrators, smile
 - Greeting: Firm handshake, smile, eye contact, practice!
 - Eye contact and smiles throughout

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General Interview Tips

Make a Good *Last* Impression

- Close with a mature summary statement
 - This comes after they ask if you have any final questions
 - Prepare a 10-20 second statement that tells the interviewer that you want the position and why you are good fit
 - Keep in mind that you may need to adapt your statement based on what you learn in the interview.
- Thank the interviewer for the opportunity to share your skills and experiences and learn more about the position
- Take their business card/contact information so you can send a thank you note within 48 hours
- Make sure you know their hiring time frame before you leave

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When all the effort pays off... What to do when you get a job offer

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Compensation Negotiation

- Talking about compensation *during the interview*
- What to say *at the time of the job offer*
- Typical job offer content
- **Negotiation content:** What might I ask for *after* the offer ?
- **Negotiation process:** How do I ask for it?

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Talking about compensation *during the interview*

- The dreaded interview question: “So if we were to move forward to the job offer stage, what would be your salary requirements?”
- Best scenario: This never comes up!
- Second best: You respond without quoting an actual figure
- Third best: Quote a range based on your research

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Talking about compensation *during the interview*

Initial response: “I am very interested in this position (state why), and if we were to move forward to an offer, I simply hope that an offer will be made for a salary amount that is competitive for my background and experience.”

If pressed to name a figure: “Well, for me, the most important thing is to be able to accept a position where I can (name factors that are important to you) and these issues are more critical to me than the exact salary figure. But from what research I have been able to do, it seems like salaries are falling in the mid-to-upper 90’s for a position like this, with a major employer and for someone with my general background.”

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What to say when the job offer is made

- Usually the company *calls* you
- Listen carefully
- Express enthusiasm *and* appreciation
- Then simply ask for everything in writing
- Important! Do not accept the offer or any terms during this phone call
- Important! If it's clear that something important is missing, don't ask about it during this phone call

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What to say when the job offer is made

“Well, this is really great news. I also felt like there was a great potential fit when I was visiting (X company name) last week, and I really appreciate everything you’ve done to coordinate this process so far...”

“...Would it be possible to send everything you’ve just described to me in a quick email? It would be really helpful if I could take a look at all of the details together, and then I’ll be able to organize any questions I might have and I’ll respond by (specific day), as you requested.”

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Job offer content

Specified in a typical entry-level job offer letter:

- Job title and classification
- Start date
- Supervisor
- Salary
- Signing bonus
- Stock option or grant, if pre-IPO company
- Benefits – overview
 - Healthcare
 - Vacation
 - Retirement investment plan
 - Relocation package

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Job offer content

How do entry-level industry salaries work?

- Range within classification
- Target for starting point within range
- “Equity issues”
- Benchmarking within industries
- Tight brackets: If offered \$80,000 you won’t get \$120,000 for the **same** job at that company or elsewhere
- Employers are not “out to get you”
- Why not ask? Often 3-7% increase is possible!

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Negotiation content – what might be negotiable?

- Job title and *classification (rarely)*
- **Start date**
- Supervisor
- **Salary**
- **Signing bonus**
- **Stock option or grant, if pre-IPO company**
- Benefits
 - Healthcare
 - Vacation
 - Retirement investment plan
 - **Relocation package**
- *What else do you need?*

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Negotiation process: How do I ask for it?

OVERVIEW

- Call on phone, if possible and practical
- Negotiation begins with the person who signed the job offer letter
- Start on a positive – mention how much you like some aspect or more of the position

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Negotiation process: How do I ask for it?

OVERVIEW

- Then a transition/agenda statement: “I have two items to discuss after reading over the job offer letter that you sent.”
- Then mention leverage:
 - Best leverage - competing offer
 - Better-than-nothing leverage...stats or competing interviews or anecdotal information
 - Last resort leverage: your own needs

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Negotiation process: How do I ask for it?

OVERVIEW

- Then ask for what you want in general terms, not a specific number!
 - “Based on my research I was hoping for something in the mid-to-upper 90’s.”
- End encouragingly
- Summarize your understanding of next steps
- Express appreciation and thank the other person for the extra effort
- Send a follow up email confirming what you think is happening

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Questions?



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Negotiation process: How do I ask for it?

How to have the conversation

- Step 1: Decide if you will likely accept the job
 - Be confident: If you want to accept the position, it's *normal* to ask for something
 - Be honest with yourself about your purpose
 - Does the company need to convince you to say yes?
 - Are you already certain about accepting the job and you just want to take care of yourself in the best way? That's ok!
 - *Do not negotiate to boost your ego!*

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Negotiation process: How do I ask for it?

How to have the conversation

- Step 2: Prepare
 - Review job offer letter
 - Prioritize questions and requests
 - Write out discussion bullets for major requests
 - Practice out loud

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Negotiation process: How do I ask for it?

How to have the conversation

- Step 2: Prepare (example below)
 - A list of prioritized items might look like:
 - Start date – one month vs two weeks? Clarify?
 - Salary – target was \$90k vs \$86k, was hoping to start at \$90k based on benchmark data
 - Signing bonus – request \$4k for car and rent to bring total up to original target for first year
 - Ask for explanation of stock plan

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Negotiation process: How do I ask for it?

How to have the conversation

- Step 3: Initiate negotiation discussion and requests.
 - Start positive:
 - *“First of all, I wanted to say again how thrilled I am to have received this offer...”*

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Negotiation process: How do I ask for it?

How to have the conversation

- Step 3: Initiate negotiation discussion and requests.
 - Transition statement:
 - *"...I do have a number of questions. These questions run the gamut from salary issues, to start date."*
 - OR
 - *"...I've outlined two main points, along with a couple of clarification questions, concerning the items presented in the email you sent to me."*
 - *"...Is this a good time to discuss these, should we set a time later, or do you prefer to do this by email?"*

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Negotiation process: How do I ask for it?

How to have the conversation

- Step 3: Initiate negotiation discussion and requests.
 - Mention leverage and ask for what you want:
 - *"...Well, my first question is about the salary. The letter you sent specified a salary of \$90,000. I've done some information gathering online and through colleagues in similar positions, and it seems as if the going rate for this sort of position, in the Bay Area and for someone with my background, is more in the range of the mid-90's. Is there any flexibility in the salary level for this position that might bring it closer to this level?"*

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Negotiation process: How do I ask for it?

How to have the conversation

Step 3: Initiate negotiation discussion and requests.

- End encouragingly. Summarize. Express appreciation:
 - *“...I understand now why we are locked into the start date and that it needs to remain as it is in the letter you sent. And...I really appreciate your willingness to check on the flexibility around salary for this position, especially since (some reference to earlier conversation) I know it requires circling back to Bob to check on equity issues within the group. I’ll be prepared to respond quickly when I hear back from you...I’m really excited about wrapping this up too and appreciate your help in getting together the information that I need to finalize my decision. Is there anything else you need from me at this point?”*

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Negotiation process: How do I ask for it?

How to have the conversation

- Step 4. Wait for counter-offer.
 - Always ask for final agreement in writing
 - Wait for counter-offer email
 - Generally...one major exchange for entry-level jobs
 - Accept the counter offer or politely turn it down

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Wrap up: Principles to follow throughout

- Maintain the relationship
 - Open and close each step with appreciation and enthusiasm.
- Negotiate with integrity.
 - Balance satisfaction with relationship issues.
- Avoid miscommunication when negotiating
 - Clarify it in conversation, then get it in writing or write it yourself.