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the official networking
platform for the
UCSF community.



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Invite Contacts



Patti

Home Me Updates Events Directory News Groups



PhD (Doctor of Philosophy), 2015, Graduate Division, Cell Biology



Some of the data in this profile is from this user's LinkedIn profile

Emily Berry

Legislative Aide at California State Assembly
Sacramento, California, United States

Willing to help [See more](#) [+ Follow Emily](#)

Send message

Request mentorship

Connect on: [in](#)

REC Willing to answer questions about my field/Conduct informational interview

LEI Willing to speak on campus about my career

at C Willing to be a mentor

Dei

SCI Offer advice



at C Review resume/CV

No Informational interview

- TEACHING MENTOR**
at The Gladstone Institutes
Jun 2012 - Aug 2012
- TEACHING ASSISTANT**
at Marine Biological Laboratory
Jul 2008 - Aug 2008
- TEACHING ASSISTANT**
at Marine Biological Laboratory
Jul 2007 - Aug 2007
- ACCESS BACCALAUREATE BRIDGE TO THE BIOMEDICAL SCIENCES SUMMER RESEARCH INSTITUTE INTERN**
at UC Santa Cruz
Jun 2004 - Aug 2004

EDUCATION



 **Willing to help** |  **Follow Emily**
[See more](#)

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- at ✓ Informational interview
- Not
- **TEACHING MENTOR**
- at The Gladstone Institutes



University of California
San Francisco

Networking in Non Profit and Think Tank Sector

Patti Meyer

Program Director

Non-Academic Careers

Office of Career and Professional Development

SLIDES at: career.ucsf.edu/Nonprofit-network



University of California
San Francisco

Other programs for you...

This Thursday (Parn): **Values**

September 21 (MB): **Interviewing**

September 27 (Parn): **Strengths & Skills**

September 28 (Oda - MB): **UCSFconnect Party!**

September 29 (MB): **Resumes**

... Some Basic Questions

- Who do I talk to?
- How do I find them?
- What do I say?

Seminar Goals

- Define networking and its benefits
- Articulate your networking goals as you seek a job or explore a career in nonprofit / thinktank
- Understand how social media tools can help you find and approach professionals in your field
- Identify strategies to use social media effectively while networking as a job seeker or career explorer

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What is Networking?

You developing relationships and having “conversations” with professionals in your community while you are pursuing your professional goals

Why create a Network while seeking a researcher job in industry?

Professionals expect you to take initiative and do your homework

Signals to employers that you have a professional colleague circle that includes their work world

OCPD sees this benefit our clients – other postdocs and students have done this for the very first time and found the process ~~painful~~ useful

Today's takeaway from this workshop...

Create your List

- 15-20 organizations where you would most like to work
- Based on issue focus or role, size of organization
- Research project:
 - Name of Organization
 - Roles involved
 - How this project makes you interested in the organization

Finding scientists at the organization: Use academic library database to find names

“Limit” or “build” your search to publications by looking using **affiliation** field to put in the desired company name

(under Advanced Search)

<http://www.ncbi.nlm.nih.gov/pubmed/> is one example

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How to use my Network in my job search.

- Learn more about an organization
- Learn more about jobs
- Locate people to support you as an applicant

Informational Interviews

Using Your Contacts:

Generating Career Information and Job Opportunities

- Who do I talk to?
- How do I find them?

NOW:

- What do I say?

Informational Interviews – What are they?

They are a tool that:	They are NOT
Helps you explore career opportunities	Job interviews
Might eventually lead to a job	
Learn about companies or people	

Purpose

- Ask for information about the interviewee's career history
- Ask advice

Informational Interviews – Conducting an info interview

- In person, telephone (email last resort)
- 20-30 minutes (up to 60 minutes)
- At interviewee's workplace is best

Informational Interviews – Conducting an info interview

- Goals - by the end you should:
 - Understand the interviewee's job duties
 - Know what skills and background/prep are required to get the job and to succeed in the job
 - Understand the future career prospects in that field
 - Get contact info for other potential networking targets

Informational Interviews – Possible questions

The day to day

- Can you tell me a little bit about your current responsibilities?
- Could you describe a typical day?

Their career path

- How did you get into this field?
- What types of skills are essential for succeeding in your position?
- What advice would you give someone in my position who wants to be successful in the field?
- Are there professional organizations that I should consider joining or websites that I should be looking at to get additional information?

Informational Interviews – Possible questions

Organization specific

- Would you talk about typical compensation packages including vacation, salary range, etc /work-life balance?
- How would you describe the culture, management style, and organization of the company?
- Can you tell me anything about other nonprofits involved in this activity?

Network building questions

- Do you know of any organizations that might be expanding or hiring in the next year?
- Would you recommend anyone else to speak with in this field? May I have permission to use your name when I contact them?

Informational Interviews – How to line one up

- Email your potential interviewee, and ask to set a time to talk
- Tell them you're transitioning, “**beginning to think about making a change from academic research into research at a thinktank**”
- Tell them you're “**not asking for a job...ONLY seeking information and opinions on our field and what it's like to transition into x role with an nonprofit like yours**”
- Let them know you'll be “**brief, structured**”; offer coffee/lunch
- Take notes during the informational interview

Informational Interviews – Sample invitation letter

**Sample email requesting Informational Interview from someone you do not know already
(generally, no resume attached):**

Dear Dr. Adams:

I have been reading about the work of the Doodle Research Foundation, and in particular about your very interesting work on XYZ. It's clear from your publication history that we share similar backgrounds and that's why I am writing to you.

I am beginning to think about the next step in my career and would like to explore the potential career paths available in foundation / thinktank research. Obviously, you have made a successful transition from academia to nonprofit research, so I was wondering if you would be willing to meet with me to give me some advice?

I am not asking for a job. I only seek information and advice about how science is conducted in industry settings. If you can meet in person, on the phone or by email, I will be well prepared to conduct a brief, structured informational meeting.

Thank you for your assistance and advice.

Kamil Jones, PhD
Postdoctoral Researcher, UCSF
415-555-5555
kamil@ucsf.edu

Informational Interviews – Following up

- Wrap up with sincere appreciation – people are busy!
- Email a thank-you note within 2-3 days max
- Follow up weeks or even months later, reporting on advice that you followed, and thanking them again

Informational Interviews – Sample thank you letter

Dear Dr. Adams:

I thank you for the time you spent with me yesterday. Your willingness to share information with me on your career and on our chosen field of research is most appreciated. I also enjoyed reading the op-ed you cowrote for the NYTimes in 2015. Thank you for the tip.

Your perspective regarding how housing affects healthcare disparities was very helpful to my own research. I now have a better idea of how to approach the non-profit and thinktank sector. I plan to follow up this week on your suggestion to contact Daisy Jones at the International Migration Center. It sounds like an interesting nonprofit research institute.

Again, thank you for your assistance.

Sincerely,
Kamil Jones
UCSF
415-555-5555
fred@ucsf.edu

How can I get support as an applicant?

- Interview prep
- Ask the contact to forward your application materials
- Ask a contact to introduce you to others
- Gain insight into how the organization does business

N.O.W., Think About Why You're Here

Name



Organization
(affiliation)



Why do you want to talk about?

Hello. I'm
Diana Prince,



I'm a postdoc in Liz
Blackburn's Lab at
UCSF



Career Exploration:

I'm like to learn more about what type opportunities are available for a non-social scientist in the nonprofit sector.

I want to grow my community:

Came to this session because I'm going to a National Association of Science Writers conference (NASW)

Skill Development:

I know networking is important, but I'm not exactly sure how to do it.



Your Turn:

What are your current goals & challenges?

Your Professional Goals

- ✓ Managing Family Expectations
- ✓ Feel Like Quitting/ Feeling Unmotivated
- ✓ Experiencing Impostor Syndrome
- ✓ Feeling Isolated
- ✓ Navigating School
- ✓ Studying Effectively
- ✓ Passing My Qualifying Exams
- ✓ Managing My Time Effectively
- ✓ Finding Career Advancing Opportunities
- ✓ Exploring & Understanding Career Options
- ✓ Developing Leadership Skills
- ✓ Negotiating Authorship
- ✓ Learning More About Your Field
- ✓ Managing my Dissertation Committee
- ✓ Positioning Myself for Competitiveness in my Career Path
- ✓ Preparing Application Materials
- ✓ Cultivating References

Language: 2 Key Approaches

	The Elevator Pitch	The N.O.W. Approach
Idea	“You, Summarized”	“What would you like to talk about?” “Why are you here?”
Covers	<ul style="list-style-type: none">• Who you are• What is the focus of your research• Why your work is important (impact on society, etc.)	<ul style="list-style-type: none">• Name• Organization• What would you like to talk about?
Useful when	<ul style="list-style-type: none">• Asked, “Tell me about yourself”• Asked, “Tell me about your work”• You need to present your skills and expertise	Inviting someone to chat, about themselves or their goals, in casual or professional conversations.

Start a Conversation... with a presenter

Name



Organization
(affiliation)



What do you want to talk about?

Hello, Peter
Parker



I'm a postdoc
from UCSF



Thank you for participating on the
public science careers panel. It was
great to hear about your experience.

Can you say a little more what
experiences as a postdoc positioned
for your current job at RAND?



Start a Conversation... at a mixer

Name



Organization
(affiliation)



What do you want to talk about?

Hello, I'm Barbara
Gordon

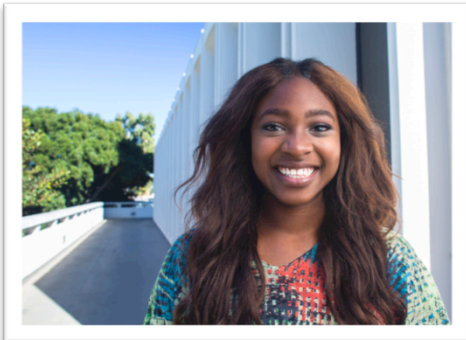


From UCSF



I see you work at the Institute for
Defense Analysis. I'm unfamiliar
with positions like yours. What does
your role entail?

What's a typical day like for you?



Start a Conversation...

with someone at your table/next to you?

Name

Organization
(affiliation)

What do you want to talk about?

Hello, I'm Bruce
Wayne



I'm sociology
student at
UCSF

I look at factors influencing PTSD
rates in children and adults who have
survived a natural disaster.

How does the speaker's work relate
to your own?

Tending to Your Network: How often do I keep in touch?

Let people follow your adventure

1. **Every time something the person said helps you**
2. **Every time you see something of interest or would help the person**
3. **6 months to one year**

Think, Pair & Share



- Think of two people who you met, and would like to be in touch with again. Why do you want to keep in touch?
- What do you want to ask them or tell them about your current adventure?



Bonus Round Question: Why Would People Help Me?

In Your Personal Community

- **Friendship**
- Based on Love and Caring

In Your Professional Community

- **Collegiality**
- Based on Curiosity & Respect

VS

1. To share their knowledge
2. Because they have hard won lessons
3. To repay a favor
4. They have the time/interest to do so
5. They believe/benefitted from mentorship
6. You have an affinity to each other

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Who might be in my Network?

People from...

- Professional gatherings
- Academic conferences
- Colleagues
- ResearchGate ...other platforms?
- ucsfconnect.com
- Anthrosource – or PubMed - or look at who is publishing items of interest
- LinkedIn
- Personal acquaintances

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Use LinkedIn to find names and companies

- Search contacts
- Search organizations
- Also...think about joining a group and asking a questions or posting an article to see who shares your interest

Using Tools of LinkedIn with courtesy

- Send Message
- Connect
- InMail

Finding People

Start with your contacts, look at the work history, education and other affiliations

Use Filters to the RH side that appear after you put in a search

Use “structuring your search” within the search box

Finding People

Look at work history of contacts

Click on Jobs in middle top toolbar

Then search box appears –

Do a search in order to get access to filters on RH side of the screen

Also look at the next horizontal bar that appears – Top –

People ...

Understand how **the tool LinkedIn** can help you locate people to support you as an applicant

You can use LinkedIn and ucsfconnect for Job Search:

- Learn more about an organization
- Learn more about jobs
- Locate people to support you as an applicant

Action	Relationship	When to use
Send message	<ul style="list-style-type: none">• 1st Connection	Seeking an informational interview or more information

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Request Introduction from 1 st Connection	<ul style="list-style-type: none"> • 2nd Connection 	When you want to increase the chances the person will respond and / or when the person is senior to you in stature

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Send message	<ul style="list-style-type: none"> 1st Connection 	Seeking an informational interview or more information
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Request Introduction from 1 st Connection by sending a message	<ul style="list-style-type: none"> 2nd Connection 	When you want to increase the chances the person will respond and / or when the person is senior to you in stature
InMail	<ul style="list-style-type: none"> None at all 	If you have upgraded to Premium account – worth it for some

Using ucsfconnect.com

- Begin with the magnifying glass search box in the upper right hand corner
- Some searches....

Policy

Nonprofit

Development

Non profit

Public

You are the main focus of this new tool!

Information for Your Next Steps:

career.ucsf.edu

1. Attend a “basics” workshop or a more focused workshops – see career.ucsf.edu

2. Check out other sessions in this series this month
– **Sign up today at career.ucsf.edu**

3. Consider **making an appointment** at career.ucsf.edu

Information for Your Next Steps:

3. Consider **making an appointment** at career.ucsf.edu

Resume Review: Sign up for MINI appointment

Email or Cover Letter Review: MINI appointment

Time-Sensitive Issues: MINI appointment

Interview Practice: REGULAR appointment

Career Exploration: REGULAR appointment

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career.ucsf.edu

Tell a Friend, Bring a Friend
Make careers happen.

SLIDES at: **career.ucsf.edu/Nonprofit-network**

ucsfconnect.com is here...

Special Thanks to Naledi Saul for her
contributions to the program

The End

Patti Meyer, PhD
Program Director, Non-Academic Careers

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