Be Prepared for the Job Talk

The following slides will help you:

- Prepare your presentation with your audience in mind
- Focus on presenting yourself and conveying your skills
- Point out key information to include
- Be cognizant of non-verbal language when presenting

References
1. Tooling up, Job Talk Jitters (Sciencecareers.org)
2. ScienceCareers Forum
Be Prepared for the Job Talk

• Audience – Find out who will be in your talk audience by asking “I’d like to prepare for my job talk and would like to know who might be in attendance.”

• Flow – An hourglass; start big picture → funnel down to your talk topic → and end big picture

• Outline – Include an “Executive Summary” or key points of your presentation
### TOPICS

<table>
<thead>
<tr>
<th>LESS about</th>
<th>MORE about</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your current research</td>
<td>YOU; your role, your thought process, and what you bring to the table</td>
</tr>
<tr>
<td>Data</td>
<td>Outcomes of your data</td>
</tr>
<tr>
<td>Future directions</td>
<td>Challenges the group is facing. How are you going to help them?</td>
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- Less is more; allow time for interruptions and discussions. We’ve heard Genentech scientists ask A LOT of questions.
- Broad science is better; your audience will be all levels.
- When presenting data, discuss the outcomes of the findings. (e.g. Did it lead to any decisions?)
- Caution – If you draw comparisons to the company’s current projects, be broad (because you may be off-target).
SKILLS TO CONVEY

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Soft skills</th>
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<tr>
<td>Problem solver</td>
<td>Present ideas clearly</td>
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<td>Strong understanding of your field</td>
<td>Adaptive; work in a face-paced environment</td>
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<tr>
<td>Has creative spark</td>
<td>Team player</td>
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<td>Leadership capabilities</td>
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- Hiring manager is wondering
  - How can I solve my problems by hiring this person?
  - Can s/he tackle job challenges and contribute from Day 1?
- So Answer
  - Why should they hire me?
  - Focus on your skills as a problem solver
DON’T FORGET TO...

• Engage the audience
  – Eye contact is key, they want to know if they can work with you
  – Smile, it shows you enjoy what you do

• Thank them for the opportunity to present

• Include information derived from the company website or the job description. Do your homework!