



CAREER PLANNING TIPS

*Plan ahead and make the most of your career.
Smith Hanley Associates can help.*

**SMITH
HANLEY**
ASSOCIATES LLC
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In order to maximize your career potential and professional growth, it is important to continually enhance, build and fine-tune current skill sets, and develop an effective career plan. Here are seven tips to increase your marketability in a rapidly changing job market:

Develop a Career Plan

Professionals in all industries must define their career objectives, develop strategies, monitor their progress and evaluate the results. By having a clear understanding of your career, you will be able to focus on developing the skills you need in order to achieve the next career level.

Build on Your Current Skills

Based on your career plan, target the skills you will need to move your career forward and seek opportunities to develop them. This may require changing jobs, moving to another division within your current company or taking professional development courses. And, don't forget interpersonal communications skills. These are skills that can always be enhanced and fine-tuned.

Participate in Professional Organizations

Just about every discipline and industry has a local or national chapter comprised of professionals who share your interests. By joining these groups, you can gain knowledge about new topics and trends and make important business contacts.

NEW YORK

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BRIDGING TALENT & OPPORTUNITY

Keep informed About the Latest Methods

In today's business environment, it is critical to keep your knowledge current. Even if you are on a management track, it is a good idea to stay current with new methods and techniques. Attend industry seminars and keep up with applied journals. Browse the Internet for the latest info. Talk to people who are developing and using new methods, and seek out opportunities to be involved in projects that incorporate new technologies.

Build an Extensive Network of Contacts

It is important to develop a strong network of professional contacts within your company, academia and your industry in general.

Develop a Relationship with an Established Recruiter

An external career coach is a valuable resource. A respected recruiter can provide career assessments and ensure you stay current with industry hiring trends. Smith Hanley has the lowest recruiter turnover in the business so you won't be talking to someone new each year. We track your accomplishments and experience to help you target growth opportunities, to look confidentially for the right new position, or just to talk about the market.

PREPARING FOR AN INTERVIEW

These basics still apply for entry level and junior statisticians

DO study the organization Review the corporate mission statement. Know the main products, review recent news about the organization and gather as much information about the team as you can. Be prepared to answer the question “Why do you want to work here?”

DO dress professionally and comfortably While most companies have a relaxed dress code, always dress for a corporate setting.

DO offer supplemental information Include publications, presentations, and short courses on your resume or CV. Entry or junior PhD candidates should add their dissertation title. Your current research offers a good talking point to get the interview started.

DO learn about the job Get an overview of the group's responsibilities early in the interview. You'll want to answer questions with this context in mind.

DO ask questions throughout the interview It is particularly important to ask what your first projects and duties will be, and how success is measured.

DO emphasize your practical experience If you have worked on statistical applications with real data or have trained and worked cross- functionally, give a short description of your role.

DO interview to gain experience Being relaxed and comfortable is an acquired skill. Practice answering questions with colleagues before your first interview.

DO have a technical seminar prepared well in advance A seminar gives you the chance to demonstrate your ability to communicate complex techniques and to showcase your presentation skills. Select a topic you know well and practice your presentation often.

DO know your strengths Be prepared to highlight what sets you apart from your peers.

DO highlight your accomplishments Understand that there is a difference between your job duties and your problem solving abilities. Offer examples to highlight each of these skills.

DO NOT dominate the conversation It is important to be interested and responsive, but avoid long technical answers and make sure the question is answered.

DO NOT rush your answers Take time to think about each question that you are asked and give a brief, yet thoughtful response.

DO NOT use technical jargon or acronyms. Clearly define the names of organizations and provide an overview of your department or group.

DO HAVE FUN! There are many opportunities to do interesting and important work. This is your chance to learn about the different choices.

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