



## Boost to job hunting & CV clinic

Date:	October 17 <sup>th</sup> , 2013
Time:	Lectures: 8.15 – 14.00, CV clinic: 14.00-16.00 *)
Place:	IT133 (Tietotalo 2, University of Oulu, Linnanmaa campus)
To whom:	PhD students and post doc/senior researchers
Registration:	At latest October 15 <sup>th</sup> , 2013 *) <a href="http://www.oulu.fi/biocenter/skillsforphds/career-coaching">www.oulu.fi/biocenter/skillsforphds/career-coaching</a>
Lectures:	Tom Laine, HC Services Oy Tina Sundqvist, Employment and Economic Development Office, Oulu
CV clinic:	Jaana O. Liimatainen, Coordinator, University of Oulu, Extension school, <i>From university to working life</i> project Tina Sundqvist, Employment and Economic Development Office, Oulu
Information:	<a href="mailto:katja.riipinen@oulu.fi">katja.riipinen(at)oulu.fi</a> , Biocenter Oulu
Scope:	0.2 ECTS
<p>Note!</p> <ul style="list-style-type: none"> <li>• *) CV clinic: Indicate your interest to attend the individual 15 min feedback session in the online registration! The CV clinic can serve only 16 attendees. The PhD students take the precedence over senior scientists. More information e.g. about the appointment time will be sent before the course.</li> <li>• The course is in English</li> <li>• Certificate from the course is provided if requested</li> </ul>	

**Objectives:** This career coaching module provides the participants with tools to successful job search. The day focuses on Social Media and how to best utilize Social Media in job hunting and in building a specialist brand. The training includes a LinkedIn-workshop on how to build and optimize a LinkedIn profile. The topics of the day include also advice on how to design your CV, how to tailor the job application letter and how to prepare for the job interview. One part of the day focuses on where to look for the vacancies.

**CV clinic:** Get your CV or job application checked by one of our career professionals! The non-stop CV-clinic operates after lectures. There are only 16 slots available. Bring along your updated CV or job application (in English or Finnish) and take advantage of an individual 15 minute feedback session!

**Working method:** Interactive lecture course. The course assessment is based on the active attendance to the lecture day.



**Program (tentative):**

- 8.15 – 9.45      Social media in job hunting and in building a specialist brand**  
*Tom Laine, HC Services Oy*
- How to best utilize Social media in job hunting and in building a specialist brand: practical information and case examples
  - Personal branding
  - Meaning and benefits of networking in career development and job hunting: how to, where and when to network, and with whom?
  - Using references and recommendations
  - How social media differs from traditional methods, and how you should use the online methods in your CV
- 9.45 – 10.00      Coffee break (at own expense)**
- 10.00 – 11.30      LinkedIn-workshop – How to build and optimize a LinkedIn profile**  
*Tom Laine, HC Services Oy*
- All you need to know about LinkedIn when in active job searching mode: profile, groups, networking, references and more!
- 11.30 – 12.15      Lunch break (at own expense)**
- 12.15 – 14.00      Job hunting ER**  
*Tina Sundqvist, Employment and Economic Development Office, Oulu*
- CPR for CV and interviews  
Non-academic vs. academic, what to minister and where?  
Interview distress
  - Check-up on employment possibilities  
Where to find vacancies and research possibilities?
- 14.00 – 16.00      CV clinic (only 16 slots available)**  
*Jaana Liimatainen, University of Oulu, Extension School*  
*Tina Sundqvist, Employment and Economic Development Office, Oulu*