Collecting Job Skills During a D Phil
Some Personal Views From

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From the view of the recruiter

- There is a position to be filled
- Will you fit the job?
- Will you fit the organisation?
- Do you have the potential to be a manager, leader, the Chairman in 10 years time!!?
- Are you the best of the candidates?

Remember you need to “sell” yourself
Matching candidates to jobs

- Jobs – near to or far from University research
  - Research into Materials Science
  - More General Materials Engineering
  - Engineering/technical functional roles
  - Specific jobs e.g. marketing, finance and other fields away from science and engineering
    - Usually functional role
  - Management training schemes

Think beyond the first job.
D Phil people are meant to go high in the organisation
## Some Factors in Career Progression

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<th>Job</th>
<th>Key factors</th>
<th>Growing factors</th>
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<tr>
<td>Board level</td>
<td>Strategic</td>
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<td>Leadership</td>
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<td>People, team build</td>
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<td>Senior Specialist</td>
<td>Leadership, Customers</td>
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<td>People develop</td>
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<td></td>
<td>Technical &amp; Authorities</td>
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<td>Senior Manager</td>
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<td>People development</td>
<td>People development</td>
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<td>1&lt;sup&gt;st&lt;/sup&gt; level/2&lt;sup&gt;nd&lt;/sup&gt; level manager</td>
<td>Management</td>
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<td>Budgets, people</td>
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<td>Functional role</td>
<td>Technical to role</td>
<td>Management</td>
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<td></td>
<td>Problem solve</td>
<td>People issues</td>
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**Interviewer for first job is looking for clues as to how you might progress**
From the recruiters view

- What does the candidate offer
  - Knowledge
  - Transferable Skills – apply to many jobs
  - You as a person
    - Characteristics/Competencies
    - How you work and relate to others
  - Ambition

- These are the factors the recruiter will explore
  - How?
What can the recruiter explore

- D Phil project
- 1st degree experience
- Work experience
- Sport, interests, hobbies
- The candidates ambitions

- How you perform in personal or group exercises

You, the candidate provide the information in written or verbal form. This means ........ Preparation is key!
Recruitment process

- Companies vary but typically
  - Application forms – may be on line
    - Possible on line tests
  - Interviews
  - Tours
  - Tests/exercises – individual or in groups
  - Discussion
Recruitment process

- **Education**
  - Undergraduate + postgraduate ~ 8000 hours

- **Recruitment**
  - Application 3
  - Interviews 4
  - Tours 3
  - Tests/exercises 4
  - Discussion 2

Total 16 hours

Range ~ 8 - 20 hours

Need to be well prepared to sell 8000 hours academic plus 25 years of personal training and development in 16 hours
Knowledge

- Very recognisable and understandable
- Except for some very specific jobs, probably the least important factor
- Knowledge can be gained easily during employment
- An interviewer who only asks you about “knowledge” is doing a bad job

- But.... you may be asked about what you know to test communication
Transferable Skills

- Communication – all aspects
- Management of yourself – “Time Management”
- Project or task management
- Technical skills
- IT skills
- Languages

Transferable skills because they apply to many job roles. Very useful at the start of a new job. Can be gained during a job.
Transferable Skills: What can you do during your D Phil time?

- Take every opportunity to practice communication in all its forms
  - Include communication to non-technical people
  - Be able to describe your DPhil in 5 minutes
  - Can you describe it to a non-technical person
- Develop and practice personal time management
- Develop and practice project management skills
  - Use visual tools to plan your project
  - Substance not just software
- If you have a second language, keep it up

Be able to demonstrate these during the recruitment process
You as a person

- Working with others
  - Covers many aspects, teamwork, influencing, coaching, leadership
- Coping with setbacks and change
- Self drive and motivation
- Judgement and taking decisions
- Recognising achievement
- Strategic vs. detail thinking
- Concept and or detail person
- Starter or finisher person

These are become increasingly important as your career develops. These are often the most difficult aspects for scientists to recognise.
What can you do during your D Phil time?

Personal Characteristics/Competencies

- The most difficult item…. Its alien to most scientists
- Every few months….. Stop….. think about what has happened to you recently both inside and outside your project
- Note down experiences involving the “You as a person” items
- Prepare to use in the recruitment process

Some companies formalise this as part of career and performance assessment

e.g. 6 monthly recognition or communication, interpersonal skills, planning, decision taking, attitude to improvement and EH&S, problem solving, detail and strategic thinking/actions, doing what you commit to, ..........
Some factors to look out for during D Phil

- Working with others
  - How did I persuade the technician to machine my specimens when I needed them?
  - What is the feeling like in our research group?
  - Am I leading, coaching,..... Anybody?
  - Do I have an effective leader, coach..
  - Have I had to persuade or sell my idea to anyone
  - Am I a team player... work, sports, interests
  - Do I prefer to lead or not

- Coping with setbacks and change
  - There MUST be examples of this from a D Phil project

Think both about your D Phil work and other aspects of life
What can you do during your D Phil time?

- Ambition self drive and motivation
  - Recognise what is driving and motivating you
    - Money
    - Desire to beat personal best
    - Passionate interest in the subject
    - Desire to be the first to discover XXXXXXX

- Judgement and taking decisions
  - What decisions have you taken?
  - On what basis?

- Recognising achievement
  - What have I done well
  - What have others done well.... Did I recognise it?

Think both about your D Phil work and other aspects of life
Preparing for Professional Qualifications

- Regulated industries more likely to put emphasis on professional qualifications to advance career
- MIMMM, MInstP,......
- Join while a DPhil student and understand the system
- Gain as many “points” as you can

Demonstrates commitment to your profession and ambition
Summary

- Recognise what is important in developing job skills while you are working for your D Phil.
- Keep records of useful examples of skills or personal attributes for use during the recruitment process.
- Be prepared to demonstrate your transferable skills and personal competency as well as your technical knowledge during the recruitment process.