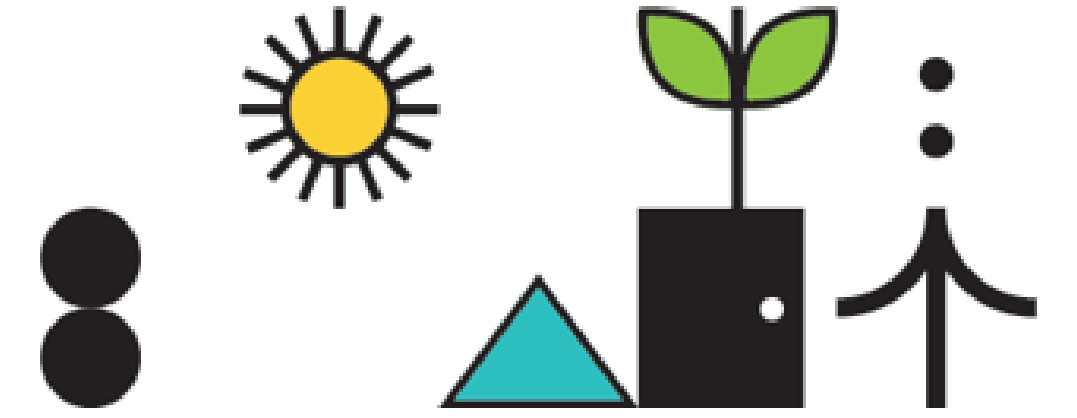


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Recruitment Processes

Dr. Andrew Holmes
Research Staff Developer

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How to find non-academic jobs

Know what jobs you'd like:

- Prosper process (Reflect, Explore, Act)
<https://prosper.liverpool.ac.uk/postdocs/>

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Finding the jobs you'd like:

- LinkedIn
- Identify and target ideal organisations/roles, informational interviews
- Job sites (e.g. Indeed, Reed, TotalJobs)
- Recruiters

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Recruitment processes beyond academia

Initial stage:

- CV (2 page most common) and cover letter or supporting statement

Interview types:

- Competency interviews, strength-based interviews, case study interviews, technical/whiteboard interviews, portfolio interviews

Tests and exercises:

- Presentations, aptitude tests, group exercises, case studies, e-tray/in-tray exercises

Formats:

- Phone, in person, online, group, informal, video/recorded, assessment centres

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PI – Postdoc Prompts

- Discuss how they look for jobs
 - Are their routes that you can signpost them towards?
 - Do you know of any colleagues or institutions with openings coming up?
 - Is there anyone working in a relevant area that you can connect them with?
- Ask to be kept up to date with their applications
 - Are they prepared for their interview, is there any support you can provide?
 - Do they know the format of their interview? Can you signpost them to information about that type of interview? Could you talk through potential questions and their answers?



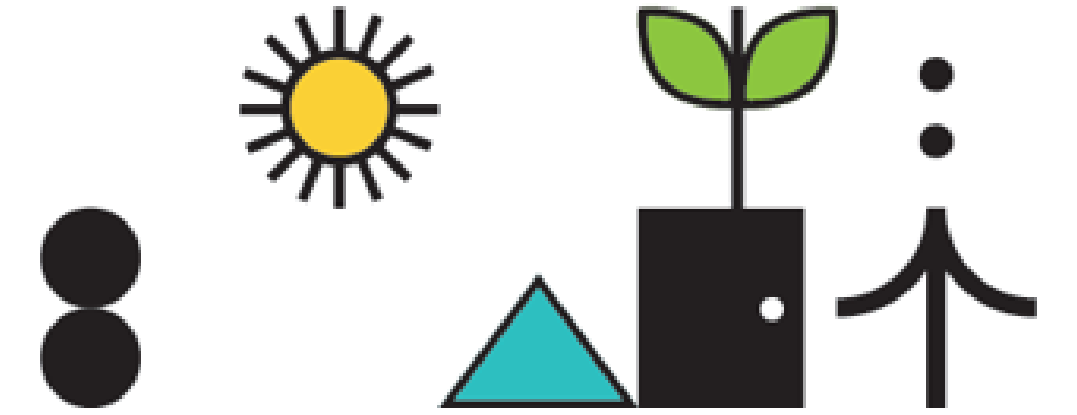
Reflections on academic recruitment

- What do you look for and value in a postdoc?
- How do you assess these skills/abilities – CV, cover letter, interview, presentation, publication record?
- How do you help postdocs ‘fill the gaps’?



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Thank you for your time!



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For more information, visit: liv.ac.uk/prosperproject

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