



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



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- 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

LESS about	MORE about
Your current research	YOU; your role, your thought process, and what you bring to the table
Data	Outcomes of your data
Future directions	Challenges the group is facing. How are you going to help them?

- 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

Knowledge	Soft skills
Problem solver	Present ideas clearly
Strong understanding of your field	Adaptive; work in a face-paced environment
Has creative spark	Team player
	Leadership capabilities

- 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!