PRBB Intervals Course

1.	*Course Title*	Interview and Job Application skills
2.	*Dates*	17th November 2017 (09:30 - 13:30) 1st December 2017 (09:30 - 13:30)
3.	*Course Language*	English
4.	*Course Leaders*	Roser Pinyol: research scientist at IDIBAPS & entrepreneur at BIOcomuniCA'T Interviews: TBC
5.	*Course Aim*	To improve general interview skills by learning to prepare a scientific CV and cover letter, and subsequently, by participating in mock interviews with principal investigators.
6.	*Learning objectives*	The course will help scientists to (a) prepare their CV and cover letter to apply for a scientific position, and (b) prepare for a job interview by giving them a chance to practice in mock interviews.
7.	*Training methods*	Interactive discussions of materials (CV and cover letter) prepared in advance by the participant. Practical training by participating in mock interviews with principal investigator
8.	*Target group in PRBB*	Senior PhD students and junior postdocs

9. *Course programme:*

PHASE 1 (home work):

Prepare a CV and cover letter and send it to intervals@prbb.org before 8th November 2017. If you are planning to apply to a specific job offer within the coming months, participants will have the opportunity to send the CV and cover letter they are planning to submit for revision. Participants will have to attach the description of the job offer to which they are applying to.

In addition, they will be asked to fill in the following chart:

Name	Actual Position (select one)	Position you are looking for (select one)
	▪ Early/middle PhD ▪ PhD finishing the thesis ▪ junior Postdoc ▪ senior Postdoc ▪ Technician ▪ Other (detail) …………………..	▪ PhD ▪ first Postdoc ▪ senior Postdoc ▪ young PI position ▪ Technician position. ▪ Other (detail) ………………………………………..

PHASE 2 (class; 17th November 2017; 09:30 - 13:30):

The workshop will start with a general introduction on how to write a successful CV and cover letter. Subsequently, the CVs and cover letters from the participants will be discussed in plenum. In a third step,

participants will discuss and improve their CVs and cover letters in groups of 3. For this, participants might consider bringing their own computers to work on their CV and cover letter during this last part of PHASE 2. In addition, participants will be able to work on mock cover letters provided in the course.

In the last part of the session, aspects related to interviews will be assessed. This will include peer-to-peer interviewing exercises.

PHASE 3 (home work): Participants will review their CV and cover letter and resend it to intervals@prbb.org before 24th of November 2017.

PHASE 4 (class; 1st December 2017; 09:30 - 13:30):

Participants will meet all in the course room, will build groups and leave to the PIs offices, where they will be interviewed. Participants that have not submitted a revised version of their CV and cover letter will not be interviewed. The PIs will receive the reviewed CV and cover letter of each participant, as well as the description of the job offer to which they are applying to.

In the first part of the session, each participant will be interviewed for about 15-20 min. The interviews will be performed in groups of 3. This will allow that the group learns from each of its members.

In the second part of the course, back in the course room, participants will receive feedback from the PIs as well as the other course participants. This will be followed by a round table discussion and a mock panel-interview. Participants will be encouraged during the first session of the course to volunteer for the mock-panel interview. The aim is to have two volunteers, and if possible to guarantee gender equality.

All this actions will help the participants to take interviews with more confidence.

10.   *Course preparation*
PHASE 1: Each participant will have to submit his/her CV and cover letter before 8th November 2017.
PHASE 3: Participants will have to submit a revised version of their CVs and cover letters before 24th of November 2017.

11.   *Material participants need to bring*
If participants wish to take notes or update their CV or cover letter during the course, they might bring their own laptop with the right documents in it.