



## **iJOBS Workshop: How to Get and Keep a Job**

Thursday June 30, 2017

4:30-6:00pm

675 Hoes Lane West

Room V10

Piscataway, NJ

### **Advice on getting a job**

- Make sure to highlight on your resume and in your interview your innovation, efficiency and resiliency. Remember that you are there to contribute to the team, not to get experience so make sure you tell them what you have to offer. This is a difference between Millennials and Boomers/GenXers.
- If you are a PhD then you need to avoid the stereotype of being a geek. Be sure to highlight communications, leadership and teamwork on your resume in the executive summary.
- Put the URL to your LinkedIn on your resume since you cannot cover everything you have done in 2 page resume.
- Do not necessarily leave off your extracurriculars and hobbies because it makes you more human and you never know who might find it appealing that you have a certain hobby.
- Be very careful about your use of social media. Consider blocking your wall to people who are not your friends since employers will look to see what you are posting.
- Get leadership experience by volunteering at non-profit. There are many of them in New Brunswick area. She suggests looking about once a month.
- When you make goals for the year or update your resume, what you did in the past may get condensed into few lines and what you are doing now or plan to do in the future gets expanded.
- Use friends of friends on LinkedIn to make new connections and have the primary contact introduce you to them.
- Ask someone to put your resume into the hands of the right person just so they can look at it.
- Sometimes companies are hiring external people because then they come with experience from many other companies.
- Take the first offer you get since all you need is to get your foot in the door and every experience is a good one.
- Consider applying for a less appealing job because maybe fewer people are applying for it and your chances are higher.
- Do not negotiate for salary and benefits since usually there is a small range that they are allowed to offer anyway and it could just turn them off if you are too aggressive. The main thing you should insist upon is that you are "kept whole" so that you don't lose any benefits.

### **Advice on keeping a job**

- Ask your supervisor how they would like to be communicated with (email, text, office phone, cell phone, in person) and how frequently (daily, weekly, monthly).
- Use bullets rather than paragraphs when you are sending emails or writing documents. People do not have time to read long documents but always spell out full words.
- Know your weaknesses and try to capitalize on them. For example, an introvert can be a great leader by empowering others.
- Be sure to wear appropriate clothing at all times.
- Make sure there are never any surprises. If you have bad news because a project is not going to be done on time or is not working then tell supervisor that as soon as you realize and be sure to have a solution or alternative plan.
- Be sure to use subjects to your emails that reveal the content of the email and the urgency of it (FYI, for your response etc...) If someone is not responding to your emails then wait 10 days and send again saying you hope they didn't miss it. Or else pick up the phone.
- If a meeting is going off track then use the board to write those non-relevant topics (called "parking lot") and then you can go back to them at a later date. The rate of change in industry is so fast that you need to self evolve and stay at the cutting edge all the time. One suggestion is to look at the job postings within the company you are working at to see upcoming trends.
- Keep your life in balance. Do things that make you happy.



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Nancy Mark is currently the Director of Health Care Compliance Monitoring & Regulatory Compliance for Medical Devices at Johnson & Johnson where she has had a career for over 20 years. Nancy has a proven track record in developing strategies for start-ups, integrations and new capabilities in a global, matrix organization as well as developing large, high performing teams. Nancy has made significant contributions to several functions in Johnson & Johnson including compliance, regulatory, new business development and finance for the consumer, pharmaceutical and medical device businesses.

Nancy co-teaches a Rutgers University Byrne Seminar on Leadership for first-year students. She developed and taught the Advancing Community Development (ACD) undergraduate course for The Collaborative Center for Community-Based Research and Service. The ACD course combines classroom learning and a fieldwork internship at a nonprofit organization with a Johnson & Johnson mentor. Nancy is a member of the Community Council and Faculty Council for the Collaborative.

Since 2008, she has partnered with the Rutgers University Office for Academic & Public Partnerships in the Arts and Humanities as part of a major community service initiative between Rutgers, Johnson & Johnson and local nonprofit organizations. Nancy was a member of the Johnson & Johnson/Rutgers University Leadership Team during its interim.

As a member of the Advisory Board of the Salvation Army Corps in New Brunswick, NJ since 2010, Nancy provides insight and direction to achieve the organization's strategic objectives.

Nancy earned a B.S. in Accounting at Rutgers University. Nancy is a Certified Public Accountant, a Certified Management Accountant and a Certified Compliance and Ethics Professional.