

PRBB Intervals Course

- 1. Course Title** Interview and Job Application skills
- 2. Dates** November 4th 2021 (09:30 - 12:00)
December 2nd 2021 (09:30 - 12:00)
- 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 **October 26th 2021**.

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. In this case, participants will have to attach the description of the job offer to which they are applying to.

PHASE 2 (online - ZOOM; November 4th 2021; 09:30 - 12:00):

The workshop will start with a general introduction on how to write a successful CV and cover letter. Then, participants will discuss on how improve their CVs and cover letters in groups of 3. Different Zoom Breakout rooms will be available to this end. In the last part of the session, aspects related to interviews will be assessed. This will include peer-to-peer interviewing exercises. At the end of the session (approx. from 11.30 to 12.00), the participants will obtain feedback from the trainer. The specific time 5-min-slot assigned to each participant will be announced shortly before the course starts.

PHASE 3 (home work): Participants will review their CV and cover letter and resend it to intervals@prbb.org before **November 18th 2021**.

PHASE 4 (online; December 2nd 2021; 09:30 - 12:00):

Participants that have not submitted a revised version of their CV and cover letter will not be interviewed.

Participants will be built into groups of 3. Each participant of the group will be interviewed first, by a PI and then by a second PI. In this part of the training, while one of the team members is interviewed, the other two gain experience by attending their colleague's interview. Each personal interview will last approx. 10-15 min, and 45-60 min the session with each PI. The PIs may also review and provide feedback about the CV and cover letter of each participant. At the end of the session, we will have a mock panel interview and 5 minutes wrap up section.

10. Course preparation

See above

11. Material participants need to bring

Participants need a laptop with webcam and internet connection.