

Preparing for Your Career Talk

This form is intended to help you prepare for the topics to be addressed at your career talk and assist you in selecting the best possible partner or partners. The following guiding questions might be helpful in this context:

What topics am I most interested in getting constructive feedback on? Who is best suited to provide this feedback? Which questions do I have, and who can best answer them? Which topics would I like to cover in greater detail?

Category	Questions for reflection	Notes/comments
My performance	<ul style="list-style-type: none"> • Feedback on my performance to date: Publications, acquisition of third-party funding, teaching, lecturing activities, self-administration, etc. • How well-founded is my knowledge base? What are my strengths and deficits? 	
My potential	<ul style="list-style-type: none"> • My (professional) strengths, skills, and competences: Where do I have the most potential? What distinguishes me from others? • Where could I put my skills to more or better use? • My weaknesses or areas with development potential: What do I need to improve and how can I do it? Which areas have particular potential for development? Specific recommendations? • How about my future leadership skills? 	
Interests & motivation	<ul style="list-style-type: none"> • Distribution of my working time between research, teaching, administration, and academic self-administration: In which areas have I shown a particular commitment? Which fields best reflect my particular professional interests? • Do I appear motivated? What motivates me the most? 	
Professional characteristics	<ul style="list-style-type: none"> • How do other people see me in a professional context? <ul style="list-style-type: none"> - My work attitude - How I deal with problems/mistakes/criticism/"failure" - My working speed - My self-administration - My communication skills - How I present myself 	
Integration into the scientific community	<ul style="list-style-type: none"> • How well am I already integrated into the relevant scientific community, where is there potential for improvement? 	

	<ul style="list-style-type: none"> • My strategy in an academic context • Valuable networking strategies, insider tips, and unwritten rules in academia • Where could I use support? Who can best provide it? 	
My personality	<ul style="list-style-type: none"> • What do people like about me? • How well do I work together with supervisors? • How well do I work together with colleagues/peers? • How do I interact with students and junior team members? • What is my role/position in the team? 	
My career	<ul style="list-style-type: none"> • Where will I go after WU and why? What are my career options and opportunities? What is this assessment based on? • What are the alternatives to an academic career? What additional qualifications do I need, if any? • My thoughts and plans for my next career steps – how realistic are my ideas and goals? • Balancing a career with private life and/or a family (how?) • What are the best next steps to take for my future career? Which strategy should I apply? What are the most important aspects to keep in mind? Which interim goals could help me reach my overall goals? • People who can guide me • Promising and productive stays abroad 	
Application/appointment	<ul style="list-style-type: none"> • What are the most important things to bear in mind? What should I prepare for most carefully? And how? • Strategic tactics in application/appointment proceedings: How can I best draw attention to my academic achievements, my skills and competences? • What steps did my discussion partner take on his/her way to becoming a professor? (if partner is a professor) • In retrospect, which strategic considerations and steps does my discussion partner think were essential or particularly helpful in advancing his/her own career? 	