

If You've Got It, Flaunt It!



Translating Anthropology for the Workplace

This guide is to help you communicate your anthropological training and experiences in the workplace. It explains why an employer should be interested in your skills and abilities and "translates" them into words more commonly used in industry, nonprofits, and government. Visit <https://anthrocareerready.net/> for more.

Training or Experience	Why This Matters	Workplace Translation
Anthropological Perspective Cultural Relativism	You know how to see things in context and recognize patterns. You understand that there are other ways of seeing and doing than what you have experienced.	Cultural Awareness / Sensitivity Systems Thinker Diversity, Equity & Inclusion
Coding Notes or Interviews	You know how to break down large amounts of complex qualitative data into themes and insights.	Data Management Data Analytics Qualitative Analysis
Conducting Research in General	You know how to develop a project plan, bring together necessary resources, and execute it.	Project Design Project Management Research Problem-solving Orientation
Ethnography	You know how to combine several methods to develop a rich understanding of a situation or subject. You center people in your work.	Qualitative Research Adaptable / Flexible Listening Community Engagement
Community-engaged scholarship	You know how to listen to members of a community and work together to find ways that anthropology can help solve their problems.	Stakeholder engagement Community engagement Solutions-orientation Translational research
Field Notes	You know how to observe and capture the relevant details. You are quick and skilled at note-taking.	Note taking Attention to Detail Observing
Interviews	You know how to build rapport with others and develop and ask questions. You are an active listener and open to new perspectives.	Interviewing Skills Active Listening
Narrative Approach	You know the power of stories and examples and how to share them.	Storytelling
Participant Observation	You know how to participate in a situation, capture details, and understand them in a broader context.	Observation Skills User Viewpoint Contextual Inquiry
Analysis	You know how to take many types of data and integrate them into a coherent narrative.	Data Analysis Qualitative Analysis Quantitative Analysis Critical Thinking
Statistics	You know how to analyze quantitative data.	Statistical Analysis Quantitative Analysis
Surveys	You know how to develop survey questions to collect data from a large number of people in an efficient and meaningful way.	Data Collection Survey Design Survey Implementation

Training or Experience	Why This Matters	Workplace Translation
Class or Conference Presentations	You know how to create relevant slides and field questions effectively.	Data / Research Translation Presentation Development Communication Skills Public Speaking
Fieldwork	You know how to enter a new situation and understand that culture from an insider perspective. You are willing to go out of your comfort zone and learn from the new experience.	Data Collection Collaboration Self Motivating / Self Directing
Grantwriting	You know how to construct a proposal, articulate your plans to funders, discuss its significance, and outline a budget.	Grantwriting Proposal Writing Fund Development Fundraising Budgeting
Literature Reviews	You know how to find relevant information on a specific topic, summarize it, and identify why your project contributes.	Research Translation Summarizing Research
Managing Data	You know how to organize your collected data in spreadsheets for reference and analysis.	Data Management Spreadsheets (Excel/Sheets)
Research Proposals	You know how to design a research plan, speaking to its usefulness, and defend your approach to others.	Proposals Goal Setting
Teaching	You know how to communicate information to different audiences. You know how to lead and facilitate a session. You know how to evaluate performance.	Training Facilitation Leadership Performance Assessment / Evaluation
Transcribing Interviews	You know how to use tools to transcribe recorded audio.	Transcription
Writing Papers	You know how to write. You know how to communicate complex ideas to different audiences.	Report Writing Writing Communication Skills
Anthropology Club Participation	You have been a part of a team, often organizing events and creating opportunities for connection.	Collaboration Event Planning Teambuilding Leadership Fundraising
Recruiting Participants	You know how to build rapport quickly and persuade them to participate in a project or study.	Recruiting Cold Calling
Team Projects	You know how to work with others towards a shared goal. You know how to divide up and delegate tasks. You know how to manage conflict.	Collaboration Teamwork
Working with Your Supervisor(s)	You know how to take feedback and you know how to learn from it.	Collaboration Open to Feedback
Organizing Your To Do List	You know how to manage your time and resources.	Time Management Prioritization

