Job Hunting

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Outline

- PhD students' future

- Application documents

- Strategies

- Source link: Advice collection on job hunting
  http://www.csc.ncsu.edu/faculty/xie/advice.htm#job

PhD Students' Futures

- Academic Positions
- Research Institution
- Industry Positions

University Types

- Research I and II schools
- Doctoral I and II schools
- Master's I and II schools
- Liberal Arts I and II schools
- They differ in their external funding, balance of teaching and research, size, and number of degrees granted.

Faculty Positions

- Tenure-Track Positions
  - A faculty position which will not be eliminated in the foreseeable future.
  - Assistant, associate, full professors
- Non-Tenure-Track Positions
  - All positions not designated as teaching faculty positions are non-tenure-track.

Time Table – Academic Jobs

Sept. – Nov.	Seek advice and support your advisor and other professors. Develop application related documents and begin to apply for jobs.
Nov. – Jan.	Prepare for screening interviews at annual conferences. Ask advisor to help by making calls on your behalf.
Jan. – Mar.	Prepare for campus visits.
Mar. – May	Negotiate offers (tenure track position may be filled earlier in this timeframe, replacement positions filled later).

Application Documents

- CV
- Research Statement
- Teaching Statement
- Reference Letters (>= 3)
- Cover Letter

CV – Completeness rather than Brevity

- Objective (Do we need it?)
- Education
- Professional Experience
- Professional Society Memberships and Activities
- Publications
- Presentations
- Awards, Honors, or Grants
- References
- 1 – 2 page(s) of Thesis Summary (recommended)

Purpose of a Research Statement

- Research statement tells:
  - What you have been doing recently and currently
  - In what direction you hope to go
  - How your research contributes to your field
- It helps hiring committee to access your:
  - Area of specialty
  - Potential to get grants
  - Academic ability
  - Compatibility with the department or school

Writes so that you …

- Communicate a sense that your research will follow logically from what you have done and it will be different, important, and innovative
- Include:
  - Statement of achievement and current work
  - Proposal for upcoming research
    - Major problems you want to attack
    - The problems' relevance to the field
    - Specific goals for 3-5 years, including potential outcomes
    - Have research goals that are broad enough to increase the funding possibility

Teaching Statement – try to answer the following questions

- Why you want to teach?
  - Which of your qualities make you a good teacher (as opposed to other professions)
  - Which aspects of teaching you find satisfying
- How your teaching approach is unique and interesting?
- What sets great teachers apart from good teachers?
  - Show that you know what it takes to be a great teacher
  - Discuss the qualities you possess and how you will develop them

Letters of Reference

- Most of your letters of reference should at least mention teaching – recognize your desire and enthusiasm for teaching.

- At least one out of three (2/5) letters should emphasize teaching.

- Choose referees who:
  - Know you and your work well
  - Have high external visibility
  - Can speak well on your behalf from various perspective
  - Can comment on your unique experiences

Customized Cover Letter

- Emphasize the reason you are qualified to apply to a particular position, for example:
  - I am searching for a teaching position
  - I want opportunities to do undergraduate research
  - One or two facts about each department that I found attractive or complimentary to my career goals.
- Show the committee that:
  - I had taken time to research the position and the school
  - I am definitely interested in the position

Strategies (1)

- Know the school, department, faculty
  - The needs, priorities, circumstances
- Know the position
  - Positions are created to fill specific needs or raise the profile of the department
- Ask people from different backgrounds to critique your application documents

Strategies (2)

- For teaching-focused universities:
  - Show your genuine enthusiasm for teaching
  - Show a realistic plan that incorporates undergraduates
- For any university:
  - Prepare a RI quality research statement
  - Show your long term vision
  - How you can use your vision to contribute to the teaching –oriented nature of the university

Questions

- What are the reviewing procedures like?
- How do you weight the application documents?

Interview

- Interview types
- Interview process
- Preparation
- On the interview day
- Follow up

Different Types of Interview

- The screening interview
- The selection interview
- The group interview
- The panel interview
- The stress interview

General Job Interview Process

- First interview/Phone interview
- Second interview/Written test
- Third interview/Meeting the HR

Academic Job Interview Process

- Normally two days
- One or two formal presentations
- Social events
- Interviews with a large number of campus representatives

General preparation

- Study the employer and the job description
- Clarify your own expectations and qualifications
    - Traits and faults
    - Responsibilities
    - Salary and benefit
    - Carrier direction
    - Elevator speech
    - Questions you want to ask your employer/colleague
- Practice, practice, practice

On the Interview Day

- Dress code
- Attitude
- Questions
- Salary negotiation
- Lunch time

Dress Code

- Call in advance for dress code
- Solid color conservative suits, moderate shoes
- Make sure you are well groomed and neat, especially your hair
- Limit perfume and makeup
- Bring a portfolio, or briefcase, pad and pen
- Dress your best for all the interviews, regardless of the organization?
  - Is it possible to overdress?
  - Better overdress than underdress

Attitude

- Positive attitude goes a long way
- Be polite and attentive
- Be a good listener and a confident speaker
- Be honest
- For academic: leadership & entrepreneur
- Is salesman mentality helpful?
- Is the employer always right?
  - I have another opinion about that…
  - Don't launch immediately into discussion, what for the employer to ask for your opinion

General Job Interview Questions

- Why do you want to work here?
- What do you know about our company?
- Why should we hire you?
- What is your five years plan?
- How do you deal with stress?
- What is your biggest achievement/mistake?
  - Mistake because of lack of information at time
  - Don't tell the one mistake because of your bad judgment
  - Show that you have learned from your horrible mistake
- What is your biggest strength/weakness?
  - Your biggest strength could be your biggest weakness

Academic Job Interview Questions

- **Research**
  - What are you currently working on?
  - What is your five year plan?
  - What are your plans for publishing?
  - How do you plan to support your research?
- **Teaching**
  - What is your teaching philosophy?
  - Describe how you would teach an introductory survey course, or an advanced seminar?
  - What course would you like to teach and what new course would you like to develop?
  - What textbook would you like to use?
  - How does your research inform your teaching?

Questions to Ask

- **Example for google:**
  - Google's perspective/strategy of introducing a new product that has been newly introduced by a competition company
- **Academic**
  - Cooperation between the institution/department and other institutions, how does it work out on a day to day basis
  - Strategic questions

Salary negotiation
(source: http://www.job-interview.net/Bank/QSalary.htm)

- You shouldn't bring it up
- Ideally, you should wait until you have received an offer
- What do you do in the real world, if asked "what salary do you hope to earn"?
  - Be confident in your own qualification and be prepared to sell your qualification
    - Why are you suited for the job
    - Why do you want to work there
  - Find out the marketplace price for the job
  - Ask for more specific information about the job if needed
  - Ask "what are others in similar positions being paid?"
  - Use a salary range to start the negotiation

Lunch Time

- Employer takes candidates to lunch in order to evaluate their social skills
- Be polite
- Table manners
  - Keep your elbow off the table
  - Don't talk with your mouth full
- Don't order messy or expensive food

Follow Up

- **Thank you note**
- **Follow-up letter**
  - Reiterate something you have mentioned during the interview
  - Add something you have forgot to mention
- **Try to send a note to each person you have met at your interview**
  - Short
  - Polite
  - No "kissing up"

Postdoctoral Positions
(source:http://www.nationalpostdoc.org/for_postdocs)

- What to expect
- Self evaluation
- You need a plan
    - Source: http://www.faseb.org/opa/ppp/educ/idp.html
- The result of too many PhDs and not enough real jobs?
- Where to go from there

Employment Statistics for Post-secondary Teachers in 2002
(source: http://www.bls.gov/oco/ocos066.htm#outlook)

Graduate teaching assistants	128,000
Vocational education teachers	119,000
Health specialties teachers	86,000
Business teachers	67,000
Art, drama, and music teachers	58,000
English language and literature teachers	55,000
Education teachers	42,000
Biological science teachers	47,000
Mathematical science teachers	41,000
Nursing instructors and teachers	37,000
Computer science teachers	33,000
Engineering teachers	29,000
Psychology teachers	26,000

Total Job Opening between 2002 and 2012
(source: http://www.bls.gov/oco/oco2003.htm)

Chart 10. **Number of jobs due to growth and replacement needs by major occupational group, projected 2002–2012**
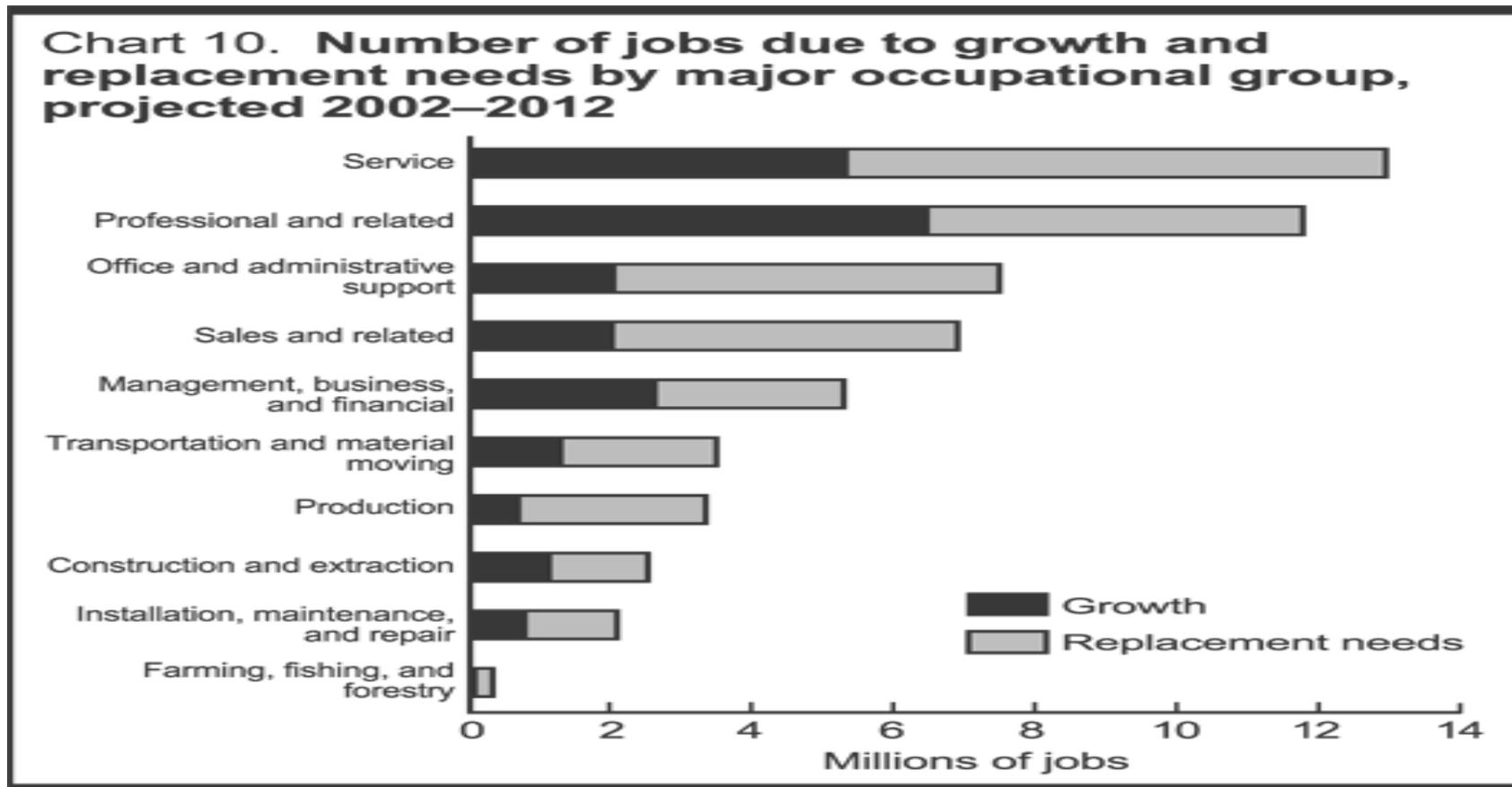
Job Outlook (2002-2012)
(source: http://www.bls.gov/oco/oco1002.htm)

- Computer programmers:
  - Grow as fast as the average
- Computer software enginers:
  - One of the fastest growing occupations
- Computer support specialist
  - Grow faster than average
- System analyst, DB admin, CS scientist
  - Grow much faster than average
- Post-secondary teachers
  - Grow much faster than the average

Job Security

- Very little real job security exists
- Lessons learned:
  - Don't be complacent
  - Keep your skills and resume fresh
  - Keep one eye on the job market
  - Don't pass on interesting opportunities
  - Keep an eye on the hot trends and consider how you fit into them
  - Sharpen your survival instinct and change jobs when necessary
  - Be prepared to start the job hunting process allover again

Case Study – Jelena Pjesivac-Grbovic

- Asked by friends to have an internship in Google
- Open working environment
- First interview: phone interview by someone who will be your direct boss
- At work:
  - Can be up speed after 6 months
  - 300+ satisfied interns
  - Big meeting once a week with classified information
  - Can access the whole code base, except some classified stuff
  - Learns interacting with people who are dedicated to work
  - Learns software engineering perspective
    - C++ or Java
    - Need to follow standard

Thank you!

Questions