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

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Task</th>
</tr>
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<tbody>
<tr>
<td>Sept. – Nov.</td>
<td>Seek advice and support your advisor and other professors. Develop application related documents and begin to apply for jobs.</td>
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<tr>
<td>Nov. – Jan.</td>
<td>Prepare for screening interviews at annual conferences. Ask advisor to help by making calls on your behalf.</td>
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<tr>
<td>Mar. – May</td>
<td>Negotiate offers (tenure track position may be filled earlier in this timeframe, replacement positions filled later).</td>
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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-orientated 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
(source: http://jobsearch.about.com/cs/interviews/a/interviewdining.htm)

- 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](http://www.bls.gov/oco/ocos066.htm#outlook))

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate teaching assistants</td>
<td>128,000</td>
</tr>
<tr>
<td>Vocational education teachers</td>
<td>119,000</td>
</tr>
<tr>
<td>Health specialties teachers</td>
<td>86,000</td>
</tr>
<tr>
<td>Business teachers</td>
<td>67,000</td>
</tr>
<tr>
<td>Art, drama, and music teachers</td>
<td>58,000</td>
</tr>
<tr>
<td>English language and literature teachers</td>
<td>55,000</td>
</tr>
<tr>
<td>Education teachers</td>
<td>42,000</td>
</tr>
<tr>
<td>Biological science teachers</td>
<td>47,000</td>
</tr>
<tr>
<td>Mathematical science teachers</td>
<td>41,000</td>
</tr>
<tr>
<td>Nursing instructors and teachers</td>
<td>37,000</td>
</tr>
<tr>
<td>Computer science teachers</td>
<td>33,000</td>
</tr>
<tr>
<td>Engineering teachers</td>
<td>29,000</td>
</tr>
<tr>
<td>Psychology teachers</td>
<td>26,000</td>
</tr>
</tbody>
</table>
Total Job Opening between 2002 and 2012
Job Outlook (2002-2012)
(source: http://www.bls.gov/oco/oco1002.htm)

- **Computer programmers:**
  - Grow as fast as the average

- **Computer software engineers:**
  - 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
(source: http://www.infoworld.com/article/05/09/06/37OPrecord_1.html)

- 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