


Introduction to Computer Science


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Preparing for The Job Search


Summer/Fall – A Year Before the Job Will Start

- Determine readiness to go on the market
 - Finalize written materials for the job search
 - Arrange for recommendations
 - Identify job openings and apply
 - Continue research and writing
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Written Materials for the Job Search

- C.V. or vita
 - Research plan
 - Web site
 - Statement of teaching philosophy
 - “Evidence of excellence in teaching”
 - Cover letter
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Developing Your references

- Decide whom to ask to be references.
 - Communicate with your references.
 - Develop a strategy for handling any “problem” people.
 - Explain the academic job search process to family and friends, and enlist their support.
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Identifying Job Opportunities

- ▶ Your research association
 - Job listing bulletin or website
 - Job listing website
- ▶ National publications and website
 - Science's Next Wave
<http://nextwave.sciencemag.org/>
 - *The Chronicle of Higher Education* www.chronicle.com
 - Academic360.com
- ▶ Institutional and departmental websites
- ▶ Your network


Applying

- ▶ Get feedback on your written materials
 - ▶ Apply for positions that appear to be a good fit for you
 - ▶ Send what the announcement asks for
 - ▶ Show you understand what kind of institution you are applying to
 - ▶ Check a few weeks later to make sure materials were received
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Screening Interviews

- ▶ Phone interviews.
- ▶ Video interviews


Preparing for Campus Interviews

- Practice your talk.
 - Develop a cocktail party version of your research.
 - Prepare to talk about your research, potential sources of funding, your goals, your teaching and yourself.
 - Know what you're going to wear.
 - Think about how you'll stay at the top of your form.
 - Before any interview, clarify all arrangements and research the institution and interviewers.
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Interviews: What Happens in a Campus Interview

- ▶ The research talk
 - ▶ Meeting the department
 - ▶ Meeting administrators
 - ▶ Teaching a class
 - ▶ Meeting with graduate students and/or undergraduates
 - ▶ Social situations
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Interviews: Making the Most of a Campus Visit

- Treat everyone as important.
 - Repeat yourself.
 - Always have questions.
 - Keep your head in social situations.
 - Take care of yourself.
 - Send thank you notes and keep in touch with all live prospects.
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Interviews: Don't leave without understanding....

- ▶ The tenure process, tenure criteria, and the tenure rate
 - ▶ The teaching load
 - ▶ The quality of your potential colleagues
 - ▶ Are people happy here?
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Nearing the Home Stretch

- Finish up your research.
 - If there are no offers, think about Plan B, but keep looking. Sometimes jobs open up unexpectedly.
 - Negotiate offers.
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Things You Can Negotiate

- ▶ Decision date
 - ▶ Salary
 - ▶ Start-up Package
 - ▶ Teaching load and teaching schedule
 - ▶ Moving expenses/housing help
 - ▶ Job-hunting help for partner or spouse
 - ▶ Starting date
 - ▶ Research assistants
 - ▶ Computer resources
 - ▶ Travel funds and conference expenses
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What Do You Do If....

- ▶ The offer you have isn't the one you want?
- ▶ You've accepted an offer and you receive one you like better?

Wrapping it Up When You Have Accepted a Job

- If terms of the offer changed during negotiating, get a new offer letter.
 - Yes means yes.
 - Thank everybody.
 - Notify other institutions that interviewed you and withdraw from the search.
 - Notify your network of contacts that you have accepted an offer.
 - Finish Your Research
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Wrapping it Up When You Don't Have a Job Offer

- ▶ Thank all who helped you.
 - ▶ Keep working on your research.
 - ▶ Talk with your mentor and others about what you can do to strengthen your candidacy.
 - ▶ Move to Plan B.
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Resources for the Job Search

Career Services programs

The Academic Job Search Handbook

Programs at your annual convention/conference

Articles at <http://nextwave.sciencemag.org/>

Things you can do

- Identify and take opportunities to present your work.
- Sit in on hiring if you can.
- Discuss plans with advisor or postdoc supervisor.