The Hiring Process in Academia
Hiring process

• Differs between departments:
  • committees make shortlists
  • faculty often votes to rank-order shortlists
  • administration approves, and
  • interview requests or offers are then made

• Preliminary interviews:
  • Joint Mathematics Meetings
  • Phone or Skype interviews

• Campus interviews:
  • Formal interview lecture: (details on next slide)
    • Typically a research talk (but targeted at a general mathematics audience)
    • Some departments (in particular, liberal arts colleges) ask that you give a calculus/linear algebra lecture for undergraduate students
  • Formal meetings with Chair and Dean
  • Informal meetings and lunches/dinners with faculty
Interviews …

• Be professional
• Be yourself

• Interview lecture:
  • Give a broad, accessible introduction, motivate why you are interested in the problem, put your research into context
  • Spend 20-30 min on your own contributions
  • (can be technical but make clear how this relates to the motivation you outlined before)
  • Outline of other problems you work on, future research, … do not go over time!

Do not go over time!
Interviews ...

• Questions you may be asked:
  • Why did you apply?
  • How do you see yourself fitting into the department?
  • How would you strengthen the department?
  • What courses do you want to teach?

• Question you may want to ask:
  • Living environment: benefits (health insurance, retirement), housing (schools, day-care)
  • Junior sabbaticals, parental leave (and the tenure clock.)
  • Teaching: teaching load, which courses would I teach?
  • Research: quality of facilities, financial support for seminar speakers
  • Service: expectations for service and committee work
  • Expectations: what are the expectations for tenure? how many junior faculty got tenure over the past years? how is teaching and research evaluated?
  • Support: seminars, graduate students, postdoc positions, visitors, ...
Negotiations …

• Negotiations often start before a formal offer is made – prepare for this case
• In principle, everything can be negotiated, though what you may obtain in the end depends on your leverage (other offers) and on the position (postdoc offers are much more rigid)
• Prepare a wish list:
  • salary, startup funds (ideally not time-limited), teaching reduction, service load, office space, computer equipment, moving expenses
• Prioritize your list and prepare arguments/justification for what you ask for (eg “I plan to apply for grants XYZ in my first year, so a teaching reduction would be helpful”) and emphasize benefits for department (if there are any)
• Startup often comes from the Dean’s office: give the Department Chair arguments that they can work with
• Be polite but also state your requests clearly: have your mentor read over your emails if you are unsure about how to formulate requests or inquiries.
Applying for jobs in industry

CareerLab at Brown
Chapter 5: Outside Academia – Finding a Job in Industry, Business, or Nonprofits
http://brown.edu/campus-life/support/careerlab/graduate-students/doctoral-students/doctoral-students

Preparing for the nonacademic job market
• Apply for internships in companies or national labs
• Make use of Brown’s career fair and BRUnet

Job opportunities
• https://shibboleth-brown-csm.symplicity.com/sso/ – Brown Job Board
• http://jobs.nagps.org/a/jobs/find-jobs – Natl Assoc. of Graduate Students
• http://jobs.phds.org/
• https://www.siam.org/careers/internships.php
Applying for jobs in industry

Application materials

- Cover letter (1 page):
  - tailor the cover letter to the job you apply for: showcase the skills and personal characteristics that the employer looks for (mention your communication, teamwork, research, analysis, and other skills that are desirable in the non-academic setting)

- Resume (1-2 pages):
  - highlights your skills and experiences to show that you are a good fit for the targeted position
  - the purpose of your resume is to secure an interview: it needs to convince the reader that you are the person they are looking for
  - when changing your CV to a resume: what will help you make your case to a prospective employer and what will merely distract him or her?

Brown’s CareerLab

- Beverly Ehrich offers group and individual information sessions, and runs the annual “GradCON” conference.