



# 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!
- 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/doctorsal-students/doctorsal-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/>
- <http://www.monster.com>
- <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?

## CareerLab

- Beverly Ehrich offers group and individual information sessions