

# A View From Just Over the Wall

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\* disclaimer: this is my personal experience and my  
personal thoughts and opinions

# Outline

- What kind of job do I want?
- What do I need to get a job like this?
- What do I need to succeed in this job?
- Where do I find job postings?
- What should go in my application?
- What to do at an interview?
- What do I do with a job offer?

# In Other Words

- Know yourself
- Know what is out there
- Know the position you are applying for
- Know the institution you are applying to
  - Modify your application accordingly
- Know what to expect at the interview
- Know how much you can ask for once you have an offer

# Before You Apply I

- Know yourself... what do you want?
  - Do you want to teach?
    - Do you know what is involved?
    - If not how will you find out?
  - How much teaching is enough/too much?
  - Do you want to run a lab?
    - What kind of a lab?
    - Can you do that at a small/teaching school?

# Before You Apply II

- Will you only accept a job that is Tenure track?
- Are you willing/interested in teaching at a religious school?
- Do you need to work at a top rated institution?

# Before You Apply III

- Do you have any other restrictions?
  - Geography- either specific state or type of environment (urban, sub-urban, rural)
  - Partner in science
  - Visa/immigration status
  - Other responsibilities?
    - Family
    - Partners professional needs

# Before You Apply IV

- Know what is out there-types of schools
  - Ask everyone you know about their undergraduate education
  - Ask your PI who they know
  - Check out the Princeton Review
  - What about working at a museum?
- Check out other job related information
  - Science “Next Wave”

# Before You Apply V

- Who is hiring?
- What are they looking for?
  - Look at job ads NOW even if you will not be in the market for a year or two
- Look where?
  - Chronicle of Higher Education
  - Science
  - Nature
  - Postings in your department
  - Ask your PI and other mentors
  - School Web Sites

# Before You Apply VI

- So you know what job you want...
  - ...can you get it???
  - Do you have the support of your PI?
  - Do you have the credentials?
    - Publications
    - Teaching experience
    - Funding
  - Does the research you are doing now work with the job you want?

# Before You Apply VII

- If you don't have what you need to get the job you want: GO GET IT!
- If you can't get it, are there other things you can do?
  - Teach a class, mentor a student, lead a committee, take a class on teaching, join FSE, go to meetings, even outside science
- EVERY BIT HELPS

# You are Ready to Apply I

- How do I find jobs to apply?
  - When are jobs in your field posted?
  - Where are jobs in your field posted?
  - Tell everyone that you are in the job market
  - Check for postings in your department
  - Check web sites from schools of interest

# You are Ready to Apply II

- Narrow your search
  - What jobs really make sense for you to apply based on your criterion?
  - Don't apply for a job you will not take
  - If you are not sure, check out the school's website
  - \* Don't apply for jobs very far outside your field

# The Application I

- What they might ask for:
  - Cover Letter
  - CV
  - Long research statement
  - Short research statement
  - Teaching statement
  - Letters of recommendation
    - From PI
    - From Students
  - Reprints of relevant papers

# The Application II

- First impressions matter
  - NO SPELLING ERRORS
  - Have someone else look it over
  - Check formatting/visual appearance
  - Make sure you give them everything they ask for
  - Can you put anything else in your package?

# The Application III

- Individualize each application
  - Check the website of the school for hints on the school's philosophy
  - Specifically address the job ad
  - What equipment do they have and how does this affect your research plan?
  - What makes you the best candidate for the job?
    - Can you find collaborators for your research?
    - Is there a course they do not offer that you could teach?

# The Application IV

- Send your references copies of your job application package so that they can personalize the letter
- Tell your references if you need different kinds of letters for each type of school
- If a school wants letters sent directly, ensure that they have arrived
- Set up an organizational system to keep track of your applications

# The Application V

- Take advantage of every resource you have
  - Call people you know who went to this school or work there now
  - Call the chair if you have questions about the job
  - Talk to the students in your lab- did they go there, do they know anyone that did
  - Talk to people who just got jobs to get copies of their applications

# The Waiting Game

- So you have sent out your applications what now?
  - Keep looking at the postings
    - New ones may come up
    - Deadlines may change on jobs you have applied to
  - Try to be patient
  - Respond promptly to any requests
  - Don't expect notification from all schools
  - Start prepping your job talk

# You Got the Interview

## -The Call

- You get the call: BE READY
  - They may want to see you ASAP
  - Have your talk ready
  - Be prepared to book flights ASAP
  - Ask any questions you can think of at that time
    - Who will I meet with, can you email me a schedule of the day
    - Who will be my audience at my talk
    - Will I get to meet with the students
- Don't stress too much, you will get to talk with them again, be enthusiastic but calm

# You Got the Interview -Your Talk

- Give lots of practice talks
- Tailor your talk to the school's research level
- Have appropriate future directions at the end of the talk
- Credit collaborators/sources appropriately but be clear on your role
- Will you have to teach or give a chalk talk?
- Ask for a few minutes to set up your computer

# You Got the Interview

## -The Day

- What will you wear?
- Will you be going to dinner?
- Will you get to see the lab/teaching/office space?
- Who will you meet with?
  - Students, dean, chair, new faculty, senior faculty, committee?
  - Read up on the school and the people you will meet. Be prepared to talk about their research and how you might work together.

# You Got the Interview

## - By the end of the day

- Anything you want to make sure they know about you?
- Is there anything else you want to know about them before you interview?
  - What do you want to learn from the students or faculty?

# You Got the Interview - Conclusion

- Be prepared for anything
- Be honest with yourself and the people you speak with
- Conclude your visit and follow up
- Write a summary of what you liked and did not so you will remember once you get an offer
- REMEMBER YOU ARE INTERVIEWING THEM TOO

# You Got the Offer I

- Make sure you understand the entire offer
- Get it in writing
- What else do you need to succeed?
- What else do you want?
- How well does the job match up with your goals?
- Need more info- call the faculty you talked with during the interview

# You Got the Offer II

- Negotiate carefully
  - They want to hire you and they want you to succeed
  - They will also be your co-workers
  - Don't be greedy just because you can
  - Determine if your offer is comparable
- Don't forget this is not a high end research institution so stop comparing your offer with friends' offers

# You Got the Offer III

- Waiting for other offers to come in
  - Be honest with your first offer, you may need to work with these people later
  - Compare the offers as complete packages
    - Including location, lab, students, teaching etc
- Don't string people along
- Get everything in writing

# You Got the Offer IV

- Salary
  - 9, 10 or 12 months?
  - Internal grants for summer salary?
- Tenure requirements?
- Never miss a signing dealing
  - Ask for an extension if you have to

# Make the Decision

- Congratulations: You have made your decision, don't look back
- You have too much else to do before you start to stress about that

# GOOD LUCK

Thanks:

FSE

PDA

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