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
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
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.
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
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.
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
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.
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?
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.
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
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
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.
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.