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# The Job Application Process

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# It is a process

- Decide what you want (research vs. teaching vs. industry/consulting)
  - One size does not fit all
  - Don't be pressured
- Try to eliminate constraints
- Study the opportunities
- Apply early – **Preliminary interviews at INFORMS!**





# Where do you hear about jobs?

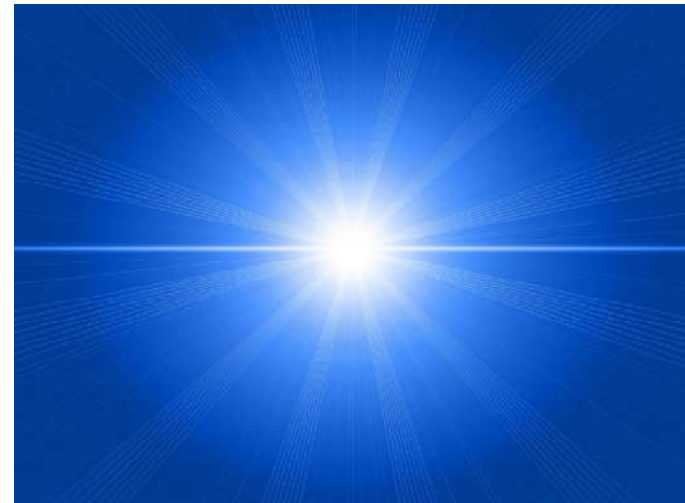
- Your advisor!
- School/department websites
- Department chair (CIEADH job postings)
- Department web sites





# The application

- Cover letter
- Resume/vita/cv
- Research statement
- Teaching statement
- 3-5 recommendations
- 1-2 papers (optional)



**Be sure you have an up-to-date web page!**





# Reality checks

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**What makes you distinctive?**





# Being distinctive

- Have you taught a (full) course?
- Have you applied for (received) a grant?
- What papers are accepted?
- Do you have practical experience?
- **Highlight achievements in cover letter**
- Identify research area in cover letter





# Other issues

## ➤ Resume – the key!

- Contact info
- Education
- Publications!
- Presentations
- Awards
- Teaching experience
- Service

## ➤ Proofread it!

## ➤ Statements

- Keep them brief
- Be distinctive
- Don't get buried in jargon
- Research statement IS NOT a paper!

**Be sure you have an up-to-date web page!**





# Letters of recommendation

- Advisor – for sure
- Good to have 1 or more senior faculty members
- Should talk specifically about your research (and teaching)





# Letters of Recommendation

- Prepare mail merge spreadsheet
  - **Test it**
  - Include deadlines
  - Include how to send recommendation
    - Letter
    - E-mail
    - Web site





# So you landed an interview 😊

- Research the school
- Know the faculty – check their web pages
- Think about questions to ask and that you might be asked
- **Prepare your seminar**





# The interview seminar

- **The hardest talk you will ever give!**
- Something for everyone
  - 1<sup>st</sup> year MS student should understand problem
  - Motivate the problem
  - Senior faculty should learn something
  - Show you can do technical work
  - But don't get buried in *No<sup>ta</sup><sub>tion</sub>*
- Practice your talk, time it and refine it
- **Then practice, time and refine again!**





# Allocate time – Lots of time

- Preparing package
- Preparing the talk
- Interviewing and traveling
- Writing thank you e-mails
- Maintaining your web page



**Finding a job is a 1/2 time job!**

