

The Job Application Process

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Basics

- Where should I apply?
 - Advisor should help
 - iefaclist
 - JFIG listserv
 - Peruse web sites (departmental and area specific)
 - Departmental focus
 - Geographic location
 - Unconventional ways
 - Attend INFORMS seminars
 - Attend departmental seminars (meet for lunch)

Curriculum Vitae

- Starts with your contact info
- Should include
 - Education (THESIS ADVISOR) and Relevant coursework
 - Presentations at conferences or other universities
 - Awards
 - PUBLICATIONS and FUNDING (even applied for)
- Might have a long and short version

Research Statement

- Should include what you have done in your thesis
- Should relay what you plan to do next
- If you have made some connections (with companies, etc.), mention them
- Can you separate yourself from your advisor?
- Position yourself within the department – open areas, senior faculty connections
- Leave “cutesy” stories out
- If you can set this up to tie it in with your teaching all the better

Teaching Statement

- Conjecture – more important in B-schools (but important to engineering schools too)
- Could identify courses you could see yourself teaching (at all levels)
- Mention gaps in the curriculum you might fill
- Do not overdo it
- Connect to research

Reference Letters

- Choose letter writers carefully – “big names” are not always the best
- Ask your thesis advisor...unless
- Provide letter writers with papers you have written and (preferably) your research statement
- If possible, tell them why you chose particular schools

Bonus Material

- Do not get offended if you do not get all of the interviews you wanted
- You only need one job...find the one that fits
- Always stay on your game...you never know when you are being interviewed
- If you are an international student, ask your letter writers to assess your English