Lunch and Learn – So, you want a job.

Purpose of L&L

• Dialog to help you find a satisfactory career!
• Help you understand the hiring process
• Help you prepare the best possible

• Help TECS/COT/NCSU image worldwide through placement of SUPERB graduates!

• Note: All are welcome!

What is the job search process

• Company opens a position
  – Contacts recruiting offices
  – Contacts contacts (faculty, etc.)
  – Searches LinkedIn
  – Schedules university visits
• More than 80% of this happens in late August, September, October for hiring Jan 1 – Sept of following year (e.g. 2015!)

Timeline

• Companies start process in late August to end of October
• On-campus interviews & telephone/video interviews
  – Sept – early Nov.
• On-site interviews – mostly January & February
• Hiring decisions – soon after on-site interviews
• Start – May – August
Process is OVER by February

- For most jobs, the process is over by the end of February.
  - If you wait until you defend to start your search
    • You have missed out!

You prepare

- Register with Student Services
  - Kent Hester
- Attend Kent’s workshops
- Read Kent’s newsletters!
- Research Company
  - This should be same effort as for your MS and PhD research!
- Prepare/revise your resume

LinkedIn & other social media

- Join LinkedIn
  - Create excellent portfolio
  - Many companies beginning to use LinkedIn to identify potential future employees
    • May select employee even before announcing position!
  - Be professional
- Companies also search Facebook & Twitter
  - Make sure what is there does not prevent you from getting job!
- You may wish to use NCSU or personal email for contact address
  - If personal, make sure name is professional
    • Not “FunkyDude@hotmail.com”

Next Step

- Company may come to campus for interviews
  - Sign up through Kent or NCSU
  - Prepare
  - Send thank-you note to everyone you talked with within one week of interview!
- Dress professionally
  • Brush teeth, shower, comb hair
  • Suit & tie – or – dress, blouse & skirt, blouse & slacks, suit
- Be prepared to ask them questions
  • Interview is two-way process
Target your search

- Do not send out 100’s of resumes.
  - You need to spend several days researching the company – cannot do that for 100’s of companies
  - It is NOT effective
- Research companies
  - Target resume and cover letter to THEM

Telephone/Skype/Video Interview

- Companies use this to reduce cost and interview wider pool
  - Dress professionally
    - Sets the mood
    - If video – critical!
  - Research company more
  - Research everyone you will talk to
  - Ask about next step in process
  - Send thank-you notes within one week

On-site Interview

- Research everyone you will talk to
- Arrive slightly early (up to 5 min)
  - Do NOT be late!
- Dress professionally
  - Brush teeth, shower, ...
- Be prepared to answer questions
- Ask questions!
  - Career opportunities
  - Travel
  - Company culture
  - Life in the area

Resumé

- Attend Kent’s workshop
- Prepare ONE page resumé and cover letter
  - Schedule meeting with ME at least 2-weeks before you need to submit it.
- Update LinkedIn
Other things you should do

• Network
  – Kent, faculty, former students are often asked for potential candidates
  – Go to conferences
    • Local, regional, national, international
    • Attend seminar
    • Search out presentations by company you wish to be hired by
      – Talk to speaker after talk
        » Let them know who you are!
        » Keep in contact

Other things you should consider

• Consider participating in TECS/CoAT program
  – Effective communications!
    • Workshops in “Establishing Credibility”, “Conflict Resolution”, “Effective Questioning”, “Evaluation”
  – Sets you apart from others

• Useful volunteering
  – Society - engaged
  – Professional organizations (e.g. TAGS, etc.)
    • Management potential

Next

• L&L’s every two weeks through early May
• Resume in Fall – potential topics
  – Writing papers, proposals, theses, dissertations
  – Research ethics
  – Research methods

  I welcome suggestions and suggested speakers