

AAPM New Member Symposium, 2009

Applying for a Job

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Topics

Apply for the right position

Resume and Cover Letter

Interview

Seminar

Followup + other cool advice

Disclaimer:

Focused on applying to academic centers

First time job seeker

I'm sometimes blunt.

Please don't be offended if any of my remarks appear to be excessively insulting and/or insensitive

Apply for the right job



d'Silva

"I'm sorry, I don't have anything right now. But I'll keep you in mind, and if anything opens up I'll give you a call."

Catch-22:

Hard to get job without experience

Hard to get experience without job

Don't:

Apply if you're completely unqualified

(Experience means Experience)

(Certified means Certified)

Positions that don't exist

Positions without supervision

Worry about salary or geographic location for your first job

Professional Recruiting Agencies

(should you or shouldn't you?)

• **Pros:**

- Less work for you
- May know about unadvertised positions
- May be more discrete

• **Cons:**

- Some employers won't deal with them
- Employers must pay fees
- Not connected to the 'grapevine'

Basics:

It's NOT about you. It's about **ME**

Why should **I** hire you?

Your goals may be to get clinical training and pass your boards, but those aren't **MY** goals!

Google, Pubmed the institution you're applying to

Don't telephone (email is better)

Don't be a nudge

Talk to your mentors

Resume and Cover Letter

Spell my name right

Get my title right

'Dear Sir' won't hire you

Don't be effusive with praise

Spell and grammar checkers doesn't always work

If English is not your first language and you're not fluent in it get help from someone who is

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If English is not your first language and you're not
fluent in it get help from someone who is
If English is your first language but you're still not
fluent in it also get help from someone who is

Be truthful!



"I hate to say this, Henley, because you've been doing a good job—but it has been discovered that you falsified your age on your application."

Resume and Cover Letter (continued)

Don't pad your resume
Separate abstracts, proceedings, and chapters
Lots of abstracts but few papers can hurt you
Hospitals visited, symposia attended don't count
Send reprints or preprints or pdf's
References upon request?
Time gaps
Briefly describe responsibilities
If you've been at your present position <2 years
Birthdate (not legally required)
Citizenship and visa

The Interview

Be on time, not >10 minutes early
Do not express radical opinions
Dress conservatively
Minimal facial jewelry and perfume



The Interview (continued)

- Don't complain about your current job
- Don't dwell on salary or working hours questions
- Do be prepared to answer personal questions or rehearse how to tactfully decline answering
- If you're taken out to eat:
 - Don't order the most expensive dish
 - Don't get drunk

The Seminar

- Sell yourself, not your project
- Speak clearly, not fast, not slow
- First 5 minutes can make or break you
- The audience knows less than you think they know
- Timing:
 - 1/4 Intro/background
 - What's the problem, why is it important
 - Define terms and jargon
 - 1/3 Description of your work
 - Why it's clever
 - Entire audience
 - 1/3 Details for experts
 - 1/12 Summary and conclusions for all

The Seminar (continued)

- Don't waste time
- Stay on time
- Plan what slides you can skip
- 1 slide/min
- Keep them simple
- Large font, sensible colors, labeled graphs
- Rehearse in large room
- If English is not your native language
- Eye contact
- Anticipate and rehearse questions (extra slides)
- Bring multiple copies (thumbdrive, CD, email, etc.)
- Test on another computer (fonts, movies run, etc.)

Followup

Thank you note

Do NOT telephone

Email and snailmail

Parting Advice:



Don't Burn Bridges Behind You:

Leave current job on good terms.

Give advance notice

Unless there are truly unusually circumstances keep first two jobs *for at least 2 years*

Frequent job changes will ruin you

It will be even more difficult to find a job later in your career if you have a history of frequent job changes

Acknowledgements

Complete Cartoons of the New Yorker
Hundreds of anonymous applicants over the years

