How to Rock your job search

Ruth Wolfish
IEEE Client Services Manager
r.wolfish@ieee.org
Agenda

- History of IEEE
- Tips for Career Fairs and interviews
- Resources and strategies
- Finding hot topics and employers via IEEE Xplore
- IEEE Student member resources
About the IEEE

- A not-for-profit society
- World’s largest technical membership association with over 450,000 members in 160 countries (over 80,000 student members)
- Four core areas of activity
  - Publishing
  - Conferences
  - Standards
  - Membership

IEEE’s Mission

*IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity*
How it all started...

- Tremendous growth in electrical technology in late 19th century
- Plans began for a milestone international Electrical Exhibition at Franklin Institute in Philadelphia
- This prompted 25 of America's prominent electrical engineers to form a society to promote their field
- The American Association of Electrical Engineers (AIEE) founded on 13 May, 1884

Alexander Graham Bell

Thomas A. Edison
The beginnings of the IEEE...

- Marconi’s broadcast of Morse code across the Atlantic in 1901 captivated the world
- April 14, 1912, one of history’s worst disasters occurred but radio saved 700 lives
- Radio technology boom resulted in a new society in 1912, the Institute of Radio Engineers (IRE)
- Overlap and duplication of efforts led to a merger plan
- AIEE and IRE merged in 1965 to form IEEE
What is a Career Fair?

- Career fairs are entry level recruiting and initial screening.
- For many students, job fairs provide a "freebie" opportunity to meet with multiple employers in the same day.
- They are not “get acquainted sessions”, instead they are initial interviews.
- Should you attend?

**Definitely**
Prepare, research, rehearse

- Check out the list of employers attending
- Do research on every company that interests you (news articles, conference papers, etc...)
- Be enthusiastic!

**HOW** you communicate is often more important than **WHAT** you communicate.
“Only one chance to make a good first impression”

- Have plenty of copies of your resume!
- **But TALK first** – be engaging so the recruiter ASKS for your resume

- Prepare a flawless 30 second introduction that *highlights your unique interests, experience ~ and how that is relevant to XYZ company!*
  - Research done
  - Competitions (especially if you’ve done well)
  - Previous internships/projects completed
  - Leadership/management/team roles
  - Personal hobbies (if highly relevant)
Have questions!

- What kind of person are you seeking for the(se) position(s)?
- What particular skills do you value most?
- What do you like about working for your organization?
- What are current issues that your organization is facing that would have an impact on new hires?
- I read about xyz project on your website. Is your department involved in that work?
- What are the career paths for new hires over the first few years on the job?
At the end of your career fair or interview, ask for the key to the treasure room:

What is the key to successfully moving on to the next step in the hiring process?
Resources and strategies

- Full-text databases
  - IEEE Xplore
  - Other relevant scientific publishers

- Abstracting and Indexing databases

- For more resources, contact the library
Current IEEE content on IEEE Xplore

- >4 million full-text documents and growing
  - About 25k new documents added monthly
  - Xplore updated daily
- >180 IEEE journals & magazines
- >1,400 annual IEEE conferences
- >6,500 active and archived IEEE standards
- Backfile to 1988 with select legacy content back to 1872
- Search alerts, citation downloads, patent and paper citations

http://ieeexplore.ieee.org
Finding hot topics & relevant employers

- **Early Access journal articles**  Early Access articles are new content made available 6-9 months prior to the final electronic or print versions. Preprint articles are peer-reviewed but not fully edited.

- **Draft Standards**  Created by experts in the field, that believe this is an emerging area

- **Affiliation**  ADVANCED SEARCH, use the Author Affiliation field to search within a geographic area OR search by topic, sort by Newest First, check affiliation to see where those authors are currently working.
Create an IEEE personal account

Why use a IEEE Xplore Personal Account?

- Search preferences
- Set-up search and content alerts
- Use new Collabratec site to network
Create an IEEE personal account

Simple process – just fill out your First Name, Last Name, email address, password
Personal account benefits

- **Saved Search Alerts**: Stay up-to-date with the latest research (by company or author) by saving your search. IEEE will notify you when new articles of interest are available.

- **Collabratec**: Join professional networking groups*

* Open Communities are accessible to everyone. Closed Communities are only open to IEEE Collabratec participants with a corresponding IEEE membership.
Keep research organized: Collaboratec

Displaying results 1-25 of 220 for ((IGBT OR gallium nitride OR insulated gate bipolar) AND (hybrid electric vehicle OR HEV))

Show: All Results
Per Page: 25
Sort By: Newest First

You have selected 25 citation(s) for export to IEEE Collaboratec™

25 records successfully exported. View in IEEE Collaboratec™
Professional Networking: Collaboratec

**IEEE Young Professionals**
IEEE Young Professionals is a global community of enthusiastic, dynamic, and innovative members and volunteers, who are passionate about the development and advancement of new technologies. Our products, services, programs, and initiatives aim to address the needs of early-career professionals pursuing technology-related careers in engineering, business, management, marketing, and law. IEEE is committed to helping young professionals evaluate their career goals, polish their professional image, and create the building blocks of a lifelong and diverse professional network. Participate in discussions, post links, watch videos, participate in polls and more by accessing this community on G+. Simply attach your Google account and select the "Access now" or "Request invitation" button.

**Women in Leadership**
This community supports and advances the leadership aspirations of women engineers and scientists, in conjunction with an annual conference. Participate in discussions, post links, watch videos, participate in polls and more by accessing this community on G+. Simply attach your Google account and select the "Access now" or "Request invitation" button.

Learn More
## 2016 IEEE membership dues

<table>
<thead>
<tr>
<th>Residence</th>
<th>Member Full Year</th>
<th>Member Half Year*</th>
<th>Student Full Year</th>
<th>Student Half Year*</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>$197.00&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$38.50&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$32.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Canada (incl. GST)</td>
<td>$173.35</td>
<td>$85.68</td>
<td>$33.60</td>
<td>$16.80</td>
</tr>
<tr>
<td>Canada (incl. HST for NB, NF and ON)</td>
<td>$185.11</td>
<td>$92.56</td>
<td>$36.16</td>
<td>$18.08</td>
</tr>
<tr>
<td>Canada (incl. HST for Nova Scotia)</td>
<td>$188.05</td>
<td>$94.03</td>
<td>$36.80</td>
<td>$18.40</td>
</tr>
<tr>
<td>Canada (incl. HST for PEI)</td>
<td>$186.58</td>
<td>$93.29</td>
<td>$36.48</td>
<td>$18.24</td>
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<tr>
<td>Canada (incl. GST and GST Quebec)</td>
<td>$188.01</td>
<td>$94.01</td>
<td>$36.79</td>
<td>$18.40</td>
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<tr>
<td>Africa, Europe, Middle East</td>
<td>$160.00</td>
<td>$80.00</td>
<td>$27.00</td>
<td>$13.50</td>
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<tr>
<td>Developing Nations e-Membership</td>
<td>$89.00</td>
<td>$44.50</td>
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<tr>
<td>Latin America</td>
<td>$151.00</td>
<td>$75.50</td>
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<tr>
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<td>$40.00</td>
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<td>Asia, Pacific</td>
<td>$152.00&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$76.00</td>
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<td>$13.50</td>
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<td>$40.50</td>
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</tr>
</tbody>
</table>

*Half-year rates apply to new members only.

<sup>1</sup>This amount represents base dues plus IEEE-USA assessment. In the US, depending on region, an additional regional assessment is added that ranges from US$2 to US$5.

<sup>2</sup>Except in Japan, where full-year dues are US$177, for renewing members only.

- All dues pricing is listed in US dollars.

**NEW applications received between 1 March and 15 August 2016 will automatically be processed for half-year membership ending 31 December 2016 at the half-year dues rates.**

http://www.ieee.org/membership_services/membership/join/join_dues.html
<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Conference Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 IEEE Conference on Electromagnetic Field Computation (CEFC)</td>
<td>13 Nov - 16 Nov 2016</td>
<td>Hilton Miami Downtown Miami, FL, USA</td>
</tr>
<tr>
<td>Abstract submission deadline: 17 Apr 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Paper Submission deadline: 11 Nov 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final submission deadline: 11 Nov 2016</td>
<td></td>
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</tr>
<tr>
<td>Notification of acceptance date: 22 Jun 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 International Conference on Collaboration Technologies and Systems (CTS)</td>
<td>31 Oct - 04 Nov 2016</td>
<td>The Rosen Plaza Hotel 9700 International Dr</td>
</tr>
<tr>
<td>Full Paper Submission deadline: 17 Feb 2016</td>
<td></td>
<td>Orlando, FL, USA</td>
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<tr>
<td>Final submission deadline: 25 Mar 2016</td>
<td></td>
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<tr>
<td>Notification of acceptance date: 09 Mar 2016</td>
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</tr>
<tr>
<td>2016 IEEE SENSORS</td>
<td>30 Oct - 03 Nov 2016</td>
<td>Caribe Royale</td>
</tr>
<tr>
<td>Full Paper Submission deadline: 30 Mar 2016</td>
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<td>Orlando, FL, USA</td>
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<tr>
<td>Final submission deadline: 31 Jul 2016</td>
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<tr>
<td>Notification of acceptance date: 31 May 2016</td>
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<tr>
<td>2016 IEEE 62nd IEEE Holm Conference on Electrical Contacts (Holm)</td>
<td>09 Oct - 12 Oct 2016</td>
<td>Hilton Clearwater Beach, Tampa, FL</td>
</tr>
<tr>
<td>Abstract submission deadline: 03 Feb 2016</td>
<td></td>
<td>400 Mandalay Avenue Clearwater Beach</td>
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<td>Full Paper Submission deadline: 26 Apr 2016</td>
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<td>Tampa, FL, USA</td>
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<td>Final submission deadline: 01 Jul 2016</td>
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<tr>
<td>Notification of acceptance date: 15 Jun 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016 IEEE Accelerated Stress Testing &amp; Reliability Conference (ASTR)</td>
<td>28 Sep - 30 Sep 2016</td>
<td>Hilton Pensacola Beach 12 Via de Luna Drive</td>
</tr>
<tr>
<td>Full Paper Submission deadline: 15 Mar 2016</td>
<td></td>
<td>Pensacola Beach, FL, USA</td>
</tr>
<tr>
<td>Final submission deadline: 15 Jun 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification of acceptance date: 31 May 2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IEEE Student Travel Grants

IEEE is pleased to offer a number of Student Travel Grants to assist Student Members in attending conferences and presenting papers. Additional student grant opportunities may be found by visiting an IEEE Conference Web site(s) matching your technical interest.

IEEE Societies Offering Grants

Below are some of the grants offered by IEEE Societies that are designated for Student Members only. To apply, you will need to follow the appropriate link to obtain eligibility and applications.

- IEEE Circuits and Systems Society
- IEEE Computational Intelligence Society
- IEEE Communications Society
- IEEE Engineering in Medicine and Biology Society
- IEEE Industry Applications Society
- IEEE Information Theory Society
- IEEE Instrumentation & Measurement Society
- IEEE Microwave Theory and Techniques Society
- IEEE Nuclear and Plasma Sciences Society
- IEEE Power Electronics Society
- IEEE Signal Processing Society
- IEEE Solid-State Circuits Society
Resume or curriculum vitae (CV): Develop your resume or CV using a number of different templates geared toward technical industries, sectors, and work-experience stages.

Letters: The interview process requires various types of letters, from a cover letter to a post-interview thank you letter. ResumeLab will help you develop these letters and assist you in communicating optimally throughout the hiring process.

Skills assessment: Take a skills assessment to help you highlight skills you possess, your competency in these skills, and how your experience with these skills is unique.

Mock interview: Perform a mock interview to help prepare for the real thing. Choose your interviewer, types of questions, and whether you want to record yourself or not.

Video resume: Create a video resume or use the video function to record a custom video message to potential employers.

* Must be an IEEE Member to access
Scholarships, Grants, and Fellowships

http://www.ieee.org/membership_services/membership/students/awards/sag.html

IEEE offers a variety of scholarships, grants, and fellowships for IEEE Student members. Submit a project or paper for consideration and have the opportunity to win and gain peer recognition for your effort. Terms and conditions may apply.

Scholarships, grants, and fellowships

IEEE Charles LeGeyt Fortescue Fellowship: This scholarship carries a stipend of approximately US$24,000 and is awarded to a first-year graduate student obtaining his or her master's degree in Electrical Engineering at an engineering school of recognized standing located in the United States.

IEEE Computational Intelligence Society Conference Travel Grants: This program offers a number of travel grants to assist IEEE Student members presenting papers at IEEE NNS (Neural Networks Society) sponsored conferences.

IEEE Computational Intelligence Society Summer Research Grant: The program offers scholarships of US$1,000 to US$4,000 for deserving graduate students who need financial support for their research during a summer period.

IEEE Computer Society Merwin Scholarship: This scholarship recognizes and rewards active leaders in the IEEE Computer Society Student Branch Chapters. Up to 20 US$2,000 scholarships are available and awarded on an annual basis.

IEEE Dielectric and Electrical Insulation Society Graduate Student Fellowship: This fellowship was designed to support graduate research in the area of insulation or dielectrics. Two US$7,500 or three US$5,000 scholarships are awarded annually.

IEEE Electron Devices Society Graduate Student Fellowship: This program promotes, recognizes, and supports graduate-level study and research within EDSS, with at least one fellowship awarded to students in each of the main geographic regions: Americas, Europe/Mid East/Africa, Asia/Pacific.

IEEE James C. Kiloada Memorial Scholarship Award: The IEEE James C. Kiloada Memorial Scholarship awards a scholarship to a qualified undergraduate student who seeks an electrical engineering degree with emphasis in the field of electromagnetic compatibility or a related discipline, from an accredited US university or college.

IEEE Life Members' Fellowship in Electrical History: This fellowship in Electrical History supports either one year of full-time graduate work in the history of electrical science and technology at a college or university of recognized standing, or up to one year of post-doctoral research for a scholar in this field who has received his or her Ph.D. within the past three years. The stipend is US$17,000, and a research budget of US$3,000 is available.

IEEE Life Member Graduate Study Fellowship in Electrical Engineering: This renewable US$10,000 fellowship is awarded annually to a first-year, full-time graduate student obtaining his or her master's degree for work in the area of electrical engineering, at an engineering school/program of recognized standing worldwide.
Get Business Cards! Seriously...
Key sites for success

**IEEE Xplore:** [http://ieeexplore.ieee.org](http://ieeexplore.ieee.org)

**IEEE ResumeLab:** [http://www.ieee.org/membership_services/membership/resumelab.html](http://www.ieee.org/membership_services/membership/resumelab.html)


**IEEE Awards, scholarships competitions:** [http://www.ieee.org/membership_services/membership/students/awards/index.html](http://www.ieee.org/membership_services/membership/students/awards/index.html)

**IEEE membership:** [http://www.ieee.org/membership_services/index.html](http://www.ieee.org/membership_services/index.html)

**IEEE Conference & meetings:** [http://www.ieee.org/conferences_events/index.html](http://www.ieee.org/conferences_events/index.html)
The 10 Skills That Will Get You Hired

1. Ability to work in a team
2. Ability to make decisions and solve problems
3. Ability to plan, organize and prioritize work
4. Ability to communicate verbally with people inside and outside an organization
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell and influence others
Job Outlook 2016: Attributes Employers Want to See on New College Graduates’ Resumes

Spotlight for Career Services Professionals
November 18, 2015

What do employers look for when they are seeking new college graduates to take on jobs?

According to NACE’s Job Outlook 2016 survey, they are looking for leaders who can work as part of a team. (See Figure 1.)

Employers also cited written communication skills, problem-solving skills, verbal communication skills, and a strong work ethic as important candidate attributes.

In terms of attributes heading the list, current results are largely consistent with those posted in last year’s survey. Respondents to the current survey gave slightly greater weight to verbal communication skills than was the case last year, and slightly less weight to analytical/quantitative skills.

In addition, while academic major has the most significant influence on an employer’s decision to hire one candidate over another, leadership roles, participation in extracurricular activities, and a high GPA are key factors. (See Figure 2.)

The Job Outlook 2016 survey was conducted from August 5, 2015, through September 12, 2015, among NACE employer members. A total of 201 NACE employer members participated in the survey—a 20.1 percent response rate.

NACE members can access the Job Outlook 2016 report through MyNACE.

Figure 1: Attributes employers seek on a candidate’s resume

<table>
<thead>
<tr>
<th>Attribute</th>
<th>% of respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>80.1%</td>
</tr>
<tr>
<td>Ability to work in a team</td>
<td>78.6%</td>
</tr>
<tr>
<td>Communication skills (written)</td>
<td>70.2%</td>
</tr>
<tr>
<td>Problem-solving skills</td>
<td>70.2%</td>
</tr>
<tr>
<td>Communication skills (verbal)</td>
<td>68.5%</td>
</tr>
<tr>
<td>Strong work ethic</td>
<td>66.3%</td>
</tr>
<tr>
<td>Initiative</td>
<td>65.8%</td>
</tr>
<tr>
<td>Analytical/quantitative skills</td>
<td>62.7%</td>
</tr>
</tbody>
</table>

Figure 2: Influence of attributes

<table>
<thead>
<tr>
<th>Attribute</th>
<th>2016 Average Influence Rating*</th>
<th>2015 Average Influence Rating*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>4.0</td>
<td>3.9</td>
</tr>
<tr>
<td>Has held leadership position</td>
<td>3.9</td>
<td>3.6</td>
</tr>
<tr>
<td>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</td>
<td>3.6</td>
<td>3.6</td>
</tr>
<tr>
<td>High GPA (3.0 or above)</td>
<td>3.5</td>
<td>3.6</td>
</tr>
<tr>
<td>School attended</td>
<td>2.9</td>
<td>2.6</td>
</tr>
<tr>
<td>Has done volunteer work</td>
<td>2.6</td>
<td>2.6</td>
</tr>
<tr>
<td>Is fluent in a foreign language</td>
<td>2.2</td>
<td>2.4</td>
</tr>
<tr>
<td>Has studied abroad</td>
<td>2.0</td>
<td>2.1</td>
</tr>
</tbody>
</table>

*5-point scale, where 1=No influence at all, 2=Not much influence, 3=Somewhat of an influence, 4=Very much influence, and 5=Extreme influence

Source: Job Outlook 2016, National Association of Colleges and Employers

What hiring managers are really asking in interviews

1. **Have you successfully done similar work in the past?**
   
   Being able to talk about why you were successful is also important. Tell stories about your previous experience, and be introspective.

2. **Will you work well with my current team?**
   
   A few things you should definitely try to get across are your communication style and effectiveness, your work ethic, your career values, and how you approach problems. Think broadly about these things, and then come up with a concrete supporting example.

3. **What do you know about my company?**
   
   Doing your homework on the company and considering why you’d be a good fit shows that you’re invested.

4. **Does the job you're expecting align with what the job actually is?**

   Figure out what your career narrative is. How does this job fit in with your goals?
5 rules of salary negotiation

1. Avoid accepting the first offer.

When negotiating a job offer, don’t be quick to say “yes.” Instead, tell the employer you need more time to think about the offer. Ask the employer if you can provide a response within the next 24 to 48 hours. During this time, sit down with the job offer and determine whether it’s a fair offer. After you’ve made your decision, approach the employer with your counteroffer and be ready to negotiate a higher salary.

2. Don’t be the first to share a number.

The art of salary negotiation is to wait for the employer to make their offer. Unless the employer asks what your expected salary is, don’t provide a number until requested. The key is to be patient and wait for the employer to present what they think is a suitable salary for your experience and skills.


Salary negotiation can put you through a roller coaster of emotions. It can be scary, stressful, exciting, and even frustrating. Regardless of how challenging the salary negotiation process becomes, make sure to keep a positive attitude and stay professional.

4. Remember to negotiate additional perks.

Instead of solely focusing on the salary, pay attention to other perks such as health benefits, a sign-on bonus, paid vacation time, and the opportunity to telecommute. It’s very likely an employer will be open to offering you additional perks if they can’t promise a higher salary.

5. Find balance between what you’re worth and what the employer can offer.
Thank you for your time today!

Ruth Wolfish
IEEE Client Services Manager
Email: r.wolfish@ieee.org
Phone: 908-781-7725