Mathematical Sciences Employment Center

New Orleans Marriott, New Orleans, Louisiana
January 10, 11, 12, and 13, 2001

2001 Employment Center Schedule

Wednesday, January 10

7:30 a.m.–4:00 p.m. Registration and materials pick-up.

9:00 a.m.–9:30 a.m. Short (optional) orientation session.

9:30–4:00 p.m. Submission of Scheduled Employment Register interview request forms for both Thursday and Friday interviews. No request forms can be accepted after 4:00 p.m. Wednesday.

9:30 a.m.–6 p.m. Interview Center open.

No Scheduled Employment Register interviews are held on Wednesday.

Thursday, January 11

7:00 a.m.–8:15 a.m. Distribution of interview schedules for both Thursday and Friday, for those participating in the Scheduled Employment Register.

8:15 a.m.–4:40 p.m. Scheduled Employment Register interviews in 4 sessions: *Session 1:* 8:15 a.m.–9:50 a.m., *Session 2:* 10:00 a.m.–11:35 a.m., *Session 3:* 1:00 p.m.–2:35 p.m., *Session 4:* 3:00 p.m.–4:35 p.m.

8:00 a.m.–7:30 p.m. Interview Center open.

Friday, January 12

8:15 a.m.–4:40 p.m. Scheduled Employment Register interviews in 4 sessions: *Session 5:* 8:15 a.m.–9:50 a.m., *Session 6:* 10:00 a.m.–11:35 a.m., *Session 7:* 1:00 p.m.–2:35 p.m., *Session 8:* 3:00 p.m.–4:35 p.m.

8:00 a.m.–7:30 p.m. Interview Center open (doors open at 7:30 a.m.; do not schedule before 8:00 a.m.).

Saturday, January 13

9:00 a.m.–1 p.m. Interview Center open.

Note: Any participant who plans to use the Scheduled Employment Register must appear at the Employment Center on Wednesday by 4:00 p.m. to turn in the Interview Request/Availability Form. If unexpected delays occur while travelling, contact the AMS at 800-321-4267, ext. 4107.

Overview of the Employment Center

The Employment Center (formerly the Employment Register) serves as a meeting place and information center for employers and Ph.D.-level jobseekers attending the Joint Mathematics Meetings. Most applicants and employers began the search process in the fall, and are looking for an opportunity to meet in person with those with whom they've already had communication. Some, however, use the Employment Center as a way to make some initial contacts, gather information, and distribute their own information. This is a less effective, but common, use of the program. The Employment Center allows everyone to choose a comfortable level of participation, by seeking interviews for any of the open hours, or by limiting schedules to certain days or hours.

The Employment Center is a three-day program which takes place on the Wednesday, Thursday, Friday, and Saturday (morning only) of the Joint Meetings. Most participants register in advance (by the November 7 deadline) and their brief résumé or job description is printed in a booklet which is mailed to participants in advance.

The Employment Center houses two services: the computer-scheduled interview tables (the Scheduled Employment Register), and the employer-scheduled interview tables (the Interview Center). Use of the Center overall by employers has gone up in recent years. At the 2000 Employment Center, 390 candidates and 152 employers participated, giving an overall applicant-to-employer ratio of 2.5:1 (compared with 355 applicants and 104 employers in 1999, a ratio of 3.4:1). Each applicant ends up with roughly 5 to 12 interviews of various types. Those with the most interviews are those requested most by employers, usually a result of a careful application process during the months before the Employment Center takes place.

At the January 2001 Employment Center, job candidates will be able to choose how to participate. Two forms of participation will be available:

> All Employment Center services (computer-scheduling system, form posted in *Winter List of Applicants*, *Winter List of Employers* received by mail, use of Employment Message Center,

availability for employer-scheduled Interview Center).

Message Center and *Winter Lists* only (form posted in *Winter List of Applicants*, *Winter List of Employers* received by mail, use of Employment Message Center, availability for employer-scheduled Interview Center, BUT NOT use of the computer-scheduling system).

No matter which option is chosen, advance registration works best so that the Applicant Form (received by November 7, 2000) can be printed in the *Winter List* which will be distributed to employers.

Employer forms submitted by registered employers have no connection with the AMS on-line job ads (EIMS). Submitted forms are not available for browsing on the Web. They are reproduced in the *Winter List* booklet for use by Employment Center participants.

The Mathematical Sciences Employment Center is sponsored by the American Mathematical Society, the Mathematical Association of America, and the Society for Industrial and Applied Mathematics; it is managed by members of the AMS staff, with the general guidance of the AMS-MAA-SIAM Committee on Employment Opportunities.

Employers: Choose one or both of these tables:

Computer-scheduled Employment Register table

Employer-scheduled Interview Center table

The Employment Register Computer-Scheduling System

Employers register in advance by the November 7 deadline, and their job listings ("Employer Forms") are printed and distributed in late December to applicants. Employers receive the book of brief, numbered applicant résumés in late December. Participants decide on Wednesday, January 10, which of the eight sessions (of five interviews each) they will participate in and submit their Availability/Interview Request Forms by 4:00 p.m. Wednesday. Employers can reserve time for other Joint Meetings events by marking "unavailable" for one or more of the eight sessions. Employers can request ten specific applicants per day, assuming they are available for all four sessions that day. Usually those requests will be filled by the scheduling algorithm, provided the applicants are present, except in the case of the few most-requested applicants. The rest of their interviews will be with applicants who ask to see them. Employers should be specific about their requirements on the Employer Form to avoid interviews with inappropriate candidates.

Schedules are distributed for all Thursday and Friday interviews on Thursday morning. The schedule allows 15-minute interviews, with 5 minutes between for note taking. One or more interviewers for the same position(s) may interview at the table separately, together, or in shifts. For follow-up interviews, the scheduled tables will also be available for use until 7:30 p.m. on Thursday and Friday and on Saturday morning from 9:00 a.m.–1:00 p.m.

Participation in the scheduling program has become optional for applicants, so employers will notice some applicant résumés in the *Winter List of Applicants* with no applicant number. An employer can arrange to interview such an applicant outside of the scheduled interview sessions—for instance, between 4:40 p.m. and 7:30 p.m. Thursday or Friday, or on Saturday morning—or during sessions which they left unscheduled.

Employers who are interviewing for two distinct positions may wish to pay for two tables. See the instructions under "How to Register". Employers should bring school catalogs, corporate reports, or more lengthy job descriptions to the Employment Centrer early on Wednesday for perusal by applicants prior to interviews.

The Employer-Scheduled Interview Center

The Interview Center allows any employer to reserve a table in an area adjacent to the Employment Center. Employers will arrange their own schedule of interviews, either in advance or on site, by using the Employment Message Center. Employers who have never used the Employment Center before might want to try conducting interviews at this convenient location. Since they will be setting their own schedules, employers will have complete control over whom they'll see, for how long, and when they'll be interviewing. This allows employers to pursue other activities at the Joint Meetings.

The Center will be open only during the following hours:

Wednesday, January 10, 2001, 9:30 a.m.–6:00 p.m.
Thursday, January 11, 2001, 8:00 a.m.–7:30 p.m.
Friday, January 12, 2001, 8:00 a.m.–7:30 p.m.
Saturday, January 13, 2001, 9:00 a.m.–1:00 p.m.

The fee for use of this area is the same as the normal employer fee. It is requested that all employers fill out an Employer Form for inclusion in the *Winter List*. This should clarify to Employment Center applicants what type of position is being filled. If an employer is unable to accept new applicants because the deadline has passed, that should be stated on the form.

The *Winter List of Applicants*, containing information about the candidates present at the Employment Center, will be mailed to all employers in advance of the meeting.

Employers scheduling interviews in advance should tell applicants to find the table with the institution's name in the Interview Center (not the numbered-table area). Employers can schedule any time during the open hours listed above. To schedule interviews after arriving in New Orleans, leave messages for Employment Center applicants in the Employment Message Center. Paper forms will be provided to help speed the invitation process. Each employer will be provided with a box in the Message Center where applicants can leave items.

Employers should have at most two interviewers per table at any time due to space limitations. There will be no outlets or electricity available at the interviewing tables.

Information Booth Tables for Informal Discussions

These tables will not be available this year due to space constraints. However, an employer needing a walk-up table for a few hours can request a space at the Employment Center registration desk.

About the *Winter List of Applicants*

This booklet contains hundreds of résumés of applicants registered by November 7 for the Employment Center. It will be mailed to all employers who register by November 7 who indicate on their Joint Meetings registration form that they would like their materials mailed. Employers should be aware that there will be hundreds of brief résumés to look through and should be sure to obtain the *Winter List of Applicants* as early as possible.

Employers Not Planning to Interview

Employers who do not plan to participate in the Employment Center at all may display a job description. This description must be submitted on the Employer Form, which appears in the back of this issue, with the appropriate box checked indicating that no interviews will take place. A fee of $50 is charged for this service (paid through the Joint Meetings registration form). The form must be received in the Providence office (with payment or purchase order) by the November 7 deadline, to appear in the *Winter List of Employers.* Forms received in the Providence office after that deadline will be displayed at the meeting. Those wishing to bring a one-page job description to the Employment Center desk for display during the Meetings may do so at no charge.

Employers: How to Register

The interviewer should register and pay for the Joint Mathematics Meetings by:

> Indicating on the Joint Meetings registration form (available electronically at `www.ams.org/amsmtgs/2025_intro.html`, or in the back of the October issue of the *Notices*) that you are also paying the Employment Center employer fee. Indicate your choice of tables. Mark all that apply.
>
> Submitting an Employer (job listing) Form electronically at www.ams.org/emp-reg/, or using the print version in the back of this issue. Be sure the form indicates which type or types of tables will be used. This form will be printed in the *Winter List of Employers*.

It's important to register by the November 7 deadline, in order for your form to be included in the *Winter List of Employers*. However, registration will be accepted up to December 15 for the normal fees or on site in New Orleans at the on-site rates. Call 800-321-4267, ext. 4105, with any questions or deadline problems.

Any number of interviewers can sit at a table together or in shifts, and their names should be listed on the Employer Form as a reference point for the applicants. However, Employment Center fees should be paid only for each table required.

In a few unusual cases an institution will be conducting interviews in the Employment Center for two or more distinct positions and will not want to conduct these interviews at one table. In that case two or more Employer Forms should be submitted, and separate tables and employer numbers will be provided. Applicants will then be able to request interviews for the appropriate job by employer number. First and second table fees should be paid.

The fee for all employers to register in advance is $200 for the first table and $50 for each additional table. On-site registration fees (any registrations after 12/15/00) are $250 for the first table and $75 for each additional table. Employers must also register for the Joint Meetings and pay the appropriate Joint Meetings fee.

Employers: Registration on Site

Employers who do not register for the Joint Mathematics Meetings and the Employment Center by December 15 may register on site in New Orleans at the Joint Meetings Registration Desk. They must bring their receipt to the Employment Center desk between 7:30 a.m. and 4:00 p.m. on Wednesday, January 10, to receive their materials. A typed copy of the Employer Form (found in the back of this issue) can be brought to the Employment Center for posting on site (or the form can be handwritten on site). If registering for the employer-scheduled Interview Center only, registration on Thursday is possible.

Applicants: Use of the Computer-Scheduled Program Is Now Optional

In 2001, applicants will be given flexibility in deciding how to participate in the Employment Center. There are two options:

> All Employment Center services (computer-scheduling system, form posted in *Winter List of Applicants*, *Winter List of Employers* received by mail, use of Employment Message Center, availability for employer-scheduled Interview Center).
>
> Message Center and *Winter Lists* only (form posted in *Winter List of Applicants*, *Winter List of Employers* received by mail, use of Employment Message Center, availability for employer-scheduled Interview Center, BUT NOT use of the computer-scheduling system). This option is available at a slightly lower price.

Applicants who participate in the 2001 Employment Center will find themselves talking with employers in two different settings:

1. A computer-scheduling program sets 15-minute interviews in the Employment Register numbered tables.

This is the choice that has now become optional for applicants. Applicants do not have to hand in a computer-scheduling form at all.

2. There is also an Interview Center, where employers set their own schedules. These employers do not participate in the scheduling program, so applicants have no automatic access to interviews with them. They determine their own schedules and make their own appointments privately, either in advance or on site using the Employment Message Center. These interviews have always been "optional" for applicants since they may turn down any written invitation they receive. Applicants are reminded to respond to all invitations promptly.

The Schedule

For applicants using all services, there is a certain scheduling burden placed on them to juggle these simultaneous services. However, computer-scheduled sessions are in small blocks, for a total of eight sessions over the two days of interviews (Thursday and Friday). This allows applicants, once they receive invitations to interview in the Interview Center, to accept, knowing that when they submit the computer schedule request on Wednesday, they can mark that they are unavailable for one or more of these sessions without seriously jeopardizing their chances of obtaining scheduled interviews. Likewise, applicants who are scheduled to give a talk can avoid interviews for that time. Applicants are encouraged to schedule their time in advance in this manner and not wait for the computer schedule to be distributed Thursday morning.

Interviews

Applicants should understand that the Employment Center provides no guarantees of interviews or jobs. It is simply a convenient meeting place for candidates and employers who are attending the Joint Meetings. Those who have not yet begun their job search efforts may go unnoticed at the Employment Center (although applicants will likely receive a minimum of between one and three interviews in the scheduled program). Attention generally goes to candidates who already have applied for open positions or to those who are well suited for teaching positions at liberal arts colleges.

Data from recent Employment Centers show that women represent about half of the most sought-after applicants, although they make up less than half of the total Employment Center applicant pool. Those without permanent authorization to work in the United States will find themselves far less requested than U.S. citizens or permanent residents. Newer Ph.D.'s tend to be invited for more interviews than those who have been working longer. Most jobs listed require a doctorate.

Preparations

Candidates just beginning a job search should realize that employers have no method to judge their credentials other than the brief résumé form, and they should make an effort to make it distinct and interesting.

Applicants who register in advance will receive the *Winter List of Employers* in late December. If time permits, they should apply for suitable open positions they notice in the *Winter List of Employers* after they receive it. Applicants are advised to bring a number of copies of their vita or résumé so that they may leave them with prospective employers. It is a good idea in the fall for applicants to alert any employer to whom applications are made that they plan to be present at the Joint Meetings. Also, they should bring enough materials with them to accompany requests for interviews they may want to leave in the Message Center boxes of the Interview Center employers.

Applicants are also encouraged to leave some extra copies of their résumés in their own message folders, so that interested employers may find them there. Photocopying costs at a convention are high, so applicants should come prepared with a reasonably large number of copies. A brightly colored form in each folder gives applicants an opportunity to present some information about their availability during the Meetings, for public perusal.

The *Winter List of Applicants* is mailed to all employers in advance, so it is vital that the Joint Meetings registration form, applicant résumé form, and payments be received by the November 7 deadline so the Applicant Form can be printed in the book. This greatly increases an applicant's chances of being invited to the Interview Center.

Applicants should keep in mind that interviews arranged by the Employment Center represent only an initial contact with the employers and that hiring decisions are not ordinarily made during or immediately following such interviews.

Applicants: Advance Registration Is Important

Applicants will be registered when they have completed the following steps:

> Register and pay for the Joint Mathematics Meetings (see form in the back of the October issue of the *Notices* or the electronic information at `www.ams.org/amsmtgs/2025_intro.html`).
>
> Mark one of the two "Employment Center Applicant fee" boxes on the Joint Meetings registration form and pay the appropriate fee. If you choose "Message Center and *Winter List* only", you will not receive, or turn in, an Interview Request/Availability Form.
>
> Submit the Applicant Form (a brief résumé form) electronically at `www.ams.org/emp-reg/` or use the print version in the back of this issue. Each Applicant Form will be reproduced in a booklet, the *Winter List of Applicants*, and distributed to all registered employers. Applicant Forms received after November 7, 2000, cannot be included in the booklet. The booklet allows employers more time to examine each candidate's qualifications in advance.

Advance registration fees for applicants using the full Employment Center services are $40 plus Joint Meetings

registration fee, vs. $75 on-site registration fee plus Joint Meetings registration fee. The applicant "Message Center and *Winter List* only" registration is $20 in advance or on site.

Advance registration for the Employment Center will continue after the November 7 deadline until the final registration deadline of December 15, 2000. However, the Applicant Form will NOT be included in the *Winter List,* but will be posted on site at the Employment Center (a serious disadvantage). Those who do not register by December 15 must register on site at the Joint Meetings Registration Desk and pay the higher fees.

It is worthwhile to submit the Applicant Form even if you miss the November 7 deadline. An unexpected delay in publication may allow your late form to get into the book. At the very least, your printed-out form will be brought to the Meetings by staff and displayed there (after all the fees have been paid).

Applicants registered by November 7 will receive their Employment Center materials two to three weeks in advance of the meeting, unless they request otherwise. The package will include the complete job announcements received from employers registered by November 7.

Don't forget, all participants in the scheduled section of the 2001 Employment Center must submit their Interview Request/Availability Forms in person between 9:30 a.m. and 4:00 p.m. on Wednesday, January 10, 2001, or they will not be included when the interview-scheduling program runs Wednesday night. Should unexpected delays occur while travelling, contact the Employment Center by telephone at 401-455-4107 (or 800-321-4267, ext. 4107) before 4:00 p.m. EST on Wednesday, January 10.

Applicants: Registering on Site

Feel free to enter the Employment Center area first to consult staff about the decision to register on site and to check on which employers are participating. Full registration on site early Wednesday is allowed for a higher fee but is severely discouraged. Most employers will not notice an Applicant Form which arrives on Wednesday. Therefore, these individuals will receive only a couple of computer-scheduled interviews. Registration on site is advisable only for those who know they will be interviewed in the Interview Center and would like a Message Center folder for employers to leave messages in. This year registering on site for a mailbox only is possible, at the $20 rate, on Wednesday and Thursday.