

Mathematical Sciences Employment Center

*Phoenix Civic Plaza, Phoenix, Arizona
January 7, 8, 9, and 10, 2004*

2004 Employment Center Schedule

Wednesday, January 7

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 8

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

Friday, January 9

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 10

9:00 a.m.–12 noon 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 job seekers 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 October 24 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). Following three or four years of a job market favorable to candidates, the Employment Center applicant/employer ratio took a sharp turn in 2003. At the 2003 Employment Center, 424 candidates and 129 employers participated, giving an overall applicant-to-employer ratio of 3.2:1 (compared with 370 applicants and 151 employers in 2002, a ratio of 2.4:1). Each applicant ends up with roughly 5 to 15 interviews of various types. Those with the most interviews are those requested most by employers, usually as a result of a careful application process during the months before the Employment Center takes place.

At the January 2004 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 October 24, 2003) can be printed in the *Winter List* distributed to employers.

Employer forms submitted by registered employers have no connection with the AMS online 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 October 24 deadline, and their job listings ("Employer Forms") are printed and distributed in mid-December to applicants. Employers receive the book of brief, numbered applicant résumés in mid-December. Participants decide on Wednesday, January 7, 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 (however, no more than two may sit at the table at one time). 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. to noon.

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 Center 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 7, 2004, 9:30 a.m.–6:00 p.m.

Thursday, January 8, 2004, 8:00 a.m.–7:30 p.m.

Friday, January 9, 2004, 8:00 a.m.–7:30 p.m.

Saturday, January 10, 2004, 9:00 a.m.–noon

The fee for use of this area is the same as the normal employer fee, \$220. 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 Phoenix, 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.

Only banners which can be draped over the four-foot table can be accommodated.

About the *Winter List of Applicants*

This booklet contains hundreds of résumés of applicants registered by October 24 for the Employment Center. It will be mailed to all employers who register by October 24 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 place a job description in the book of employers. 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 October 24 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. They should register for the Employment Center by completing the following steps:

Indicate on the Joint Meetings registration form (available either electronically after September 2, 2003, at www.ams.org/amsmtg/2078_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.

Submit an Employer (job listing) Form electronically at www.ams.org/emp-reg, or use 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 is important to register by the October 24 deadline in order for your form to be included in the *Winter List of Employers*. However, registration will be accepted up to December 12 for the normal fees or on site in Phoenix at the on-site rates. Call 800-321-4267, ext. 4060, with any questions or deadline problems.

Any representatives of the institution can sit at the table, together or working in shifts (however, the limit is two at one time). If possible, their names should be listed on the Employer Form as a reference point for the applicants. Employment Center fees should be paid only for each table required, not for each person.

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 \$220 for the first table and \$65 for each additional table. On-site registration fees (any registrations after 12/12/03) are \$300 for the first table and \$100 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 12 may register on site in Phoenix 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 7, 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 2004 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 2004 Employment Center will find themselves talking with employers in two different settings:

1. A computer-scheduling program sets 15-minute interviews at 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 mid-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 for public perusal some information about their availability during the meetings.

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 October 24 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: Register Early

Applicants need to complete the following steps by the advance deadline of October 24, 2003.

1. Pay fees

Register for the Joint Mathematics Meetings (see form in the back of the October issue of the *Notices* or the electronic information available after September 2, 2003, at www.ams.org/amsmtgs/2078_intro.html). You cannot participate in the Employment Center unless you are a meetings participant. Mark one of the two “Employment Center Applicant Fee” boxes on the Joint Meetings registration form and make payments. The fee in advance for applicants is \$40; “Message Center and *Winter List ONLY*” registration is \$20.

2. Send 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.

After Registration

Submission of the Applicant Form electronically will result in an email acknowledgement almost immediately. For registration and payments, the Meetings Service Bureau acknowledges all payments. When payments AND the Applicant Form have been received, another acknowledgement will go out by email, if possible, or by mail. Please allow a week or so for processing, but after that contact staff (AMS 800-321-4267, ext. 4105) if you do not receive acknowledgement from the Employment Center.

Around December 15 the *Winter List of Employers* will be mailed to all registered applicants unless they request otherwise.

Registering after the Deadline

After October 24 applicants can still register for the Employment Center at the same prices until the final deadline of December 12. However, the Applicant Form will NOT be included in the *Winter List of Applicants* but will be posted on site at the Employment Center (a serious disadvantage). Those who do not register by December 12 must register on site at the Joint Meetings registration desk and pay higher fees (\$75 Employment Center fee; however, the "Message Center and *Winter List ONLY*" fee is always just \$20).

It is worthwhile to submit the applicant form even if you miss the October 24 deadline. An unexpected delay in publishing 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).

When to Arrive

All participants in the scheduled section of the Employment Center must submit their Interview Request/Availability forms in person between 9:30 a.m. and 4:00 p.m. on Wednesday, January 7, 2004, or they will not be included when the interview-scheduling program runs Wednesday night. Should unexpected delays occur while travelling, contact the AMS at 800-321-4267, ext. 4107. Be sure to keep Employment Center materials with you, because in an emergency you can report your interview requests over the phone.

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. Registering on site for a mailbox only is possible, at the \$20 rate, on Wednesday and Thursday. Pay the fees at the Joint Meetings registration area and then bring your receipt to the Employment Center desk to register yourself.