Employment Guide for Foreign-Born Chemical Professionals

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This guide serves as a basic information resource regarding employment in the US for foreign-born chemical professionals. It was compiled from published sources deemed reliable (see Appendices A and B for a bibliography). ACS and the authors are not responsible for the accuracy of information obtained from other sources. Consult the appropriate authorities for information and assistance beyond the scope of this guide. The American Chemical Society does not guarantee employment to any reader of this document or accept responsibility for setting standards with regard to any topic discussed herein. The immigration information in this guide should not be construed as legal advice of any sort. It is not meant to replace professional immigration assistance for foreign-born individuals that are offered employment in the US; in such cases, we recommend the services of an experienced immigration attorney.

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Preface

The American Chemical Society’s membership spans many countries. In the midst of global competition, chemical professions in the US attract a culturally diverse international workforce that contributes to superior economic and scientific success.

Accordingly, we have compiled this guide for foreign-born chemical professionals seeking a career in the US, whether in academia, industry, or government. We chose topics that will help foreign-born chemists adapt to and contribute effectively in the workplace. The guide combines first-hand experience, observations, and a review of relevant publications about communication styles, values, cultural practices, and other factors that are important in adapting to a new way of life.
Adapting to Life in the US

Cultural Differences

As a foreign-born chemist, you may be either a student who has spent some time in the US or a recent immigrant looking for your first job or ways to gain education and experience. There are many things to consider aside from technical qualifications and legal papers. You will also need to adapt to the culture—expectations and norms that give people a sense of who they are, where they belong, how to conduct themselves, and what to do. Grasping the culture will help you understand what to expect in the US work environment.

Expectations of behavior can vary, depending on time, place, and circumstances. To thrive in a US workplace, it’s important to understand the culture from a national, regional, corporate, and professional viewpoint. The US is a very large country, with basic cultural differences at the national level, between the East and West Coasts as well as the North and South, and other variations. Cultural differences at all levels will influence your social and work relationships.

The fact that the US is a country of immigrants creates great diversity, encompassing many lifestyles, which may be very different from those of your country of birth. To adapt, you’ll have to learn to live among people of many origins and appreciate the richness these differences offer. Maintaining your own cultural identity while adjusting to a new one will be a rewarding challenge.

US Culture

Interactions in the workplace are objective and detached, with emotions kept in check. This differs from some other cultures, where a show of emotions is appropriate even in business dealings. In the US, recent accomplishments are more important than status attributed by birth, kinship, age, or past experience. Thus the ability to present your capabilities and skills to an employer is a critical factor.

People in the US regard themselves as individuals who make a joint contribution to society. There’s a loose social framework where people take care of themselves and their immediate families. In contrast, people coming to the US from other cultures may be more familiar with collectivism, whereby relatives, clans, organizations, or even the government looks after them in exchange for absolute loyalty. Furthermore, contractual and legal requirements as well as organization rules in the US tend to take precedence over personal relationships to a greater extent than in some other cultures.

Attitudes Toward Change

In the US work environment, a person must be open to and accept change with ease. Changes can take place in an organization’s structure, authority, roles, lines
of communication, projects, and workflow. Technological changes are ongoing, including new approaches to solving problems or developing new equipment and tools. You’ll need to quickly learn new skills, particularly for computers and other technology, and adapt to working with different personalities.

The Concept of Time

Time, and time consciousness, are critical elements in US culture—a characteristic stemming from its industrial roots. The attitude is that time is money, so functions must be performed with speed, accuracy, and good time management; all are prized attributes in the workforce.

In the US, people measure time with precision rather than letting it flow unchecked; therefore, saving time and preparing long-range goals are important ways of managing the future. Considering the fast pace of change in the US, setting priorities is a key to adapting.

In sharp contrast to cultures that emphasize building on the past, the US dream is to start from scratch, formulate a plan, and make it happen in the future.

Diversity in the Workplace

In the multicultural US work environment, good interpersonal skills are needed in order to be effective. Employees should respect the ideas and accomplishments of others and be open to new or unpredictable situations. In the US workforce, people are generally treated as equals and work together in teams.

Work Teams

Work teams, a typical approach to projects and tasks in the US, are groups who:

- Pool their complementary skills
- Work together to achieve a common purpose
- Hold themselves collectively accountable for accomplishments.

An effective team achieves high levels of productivity and performance as a result of:

- Being loyal to each other and to the team leader
- Showing a high level of confidence in other team members
- Helping one another reach maximum potential
- Knowing situations where they need to agree and those where they may differ
- Communicating completely and frankly on all relevant matters
- Feeling secure in making team decisions.
The ability to work together with a group of individuals is important, with each team member having the opportunity to experience success in achieving team objectives. You can act independently, and you don’t have to fit into a mold; yet you must be able to function as a team member, keeping organization goals uppermost in your mind.

Language and Communication

Refining your language and communication skills is a critical component of adapting to life in the US.

Language Skills Assessment

There is tolerance in the US for people from other cultures who speak other languages. However, the ability to speak and write English is essential for successful employment. Don’t let your friends’ respect make you complacent—language competency has a crucial bearing on your ability to get a job and advance. Even if your technical skills are still developing, with good language skills you can build your career faster, gaining a new ability to learn on the job.

If you have poor English skills, your first priority is to improve by:

- Enrolling in a local class/program
- Seeking out people in your own ethnic group who are proficient in English and can assist you
- Practicing English speaking and writing as much as possible
- Obtaining honest feedback on your progress.

Spoken Communication in the Workplace

It’s common to have colleagues and bosses encourage you to address them by their first names when you meet them. (In most other cultures, using first names is restricted to equals, and superiors are addressed more formally unless there’s already a personal relationship.) In spoken communication, maintain informality and equality. Also, get to the point quickly, and maintain an attitude of being direct and honest in any discussion, with continuous eye contact (see the next section for more on this). Long lapses of silence during discussions are likely to cause discomfort.

A reasonable amount of persistence is a positive trait—it conveys a competitive spirit that is valued in the US. But it’s also important to know when to let go, so you’re not regarded as being rigid. In work discussions on matters of importance or during negotiations, separate issues and deal with them one at a time, starting with the most important.
Nonverbal Communication

Nonverbal communication—body language—is often believed to be universal, but the same gesture can mean different things in different cultures. Here are a few examples:

- In some cultures, direct eye contact is considered a sign of disrespect or bad manners. In the US, maintaining eye contact (but not staring) is important; in fact, a person who doesn’t make steady eye contact is regarded as untrustworthy, insecure, or inattentive.
- Nodding the head signals interest while listening.
- Widening of the eyes indicates surprise, whereas in some other cultures, this may suggest anger.

English Usage

If your knowledge of English was acquired in another country, remember there are subtle differences in, and within, the US. English has its own colloquialisms, idioms, jargon, and buzzwords—and these can vary based on region. To help you get accustomed:

- Use an American Heritage, Webster’s, or other US dictionary, and make sure it’s a new edition; American English is a dynamic, changing language—an outdated reference book can give you incorrect information.
- Avoid flowery, emotional, or subjective language at work.
- Take a business writing course to focus on being clear, concise, and direct (see more details on writing below).
- Become familiar with the acronyms used in a particular work environment.
- Pay particular attention to the simplified spelling of words vs. classical English (cheque, neighbour, labour, and organise, for example, are simplified to check, neighbor, labor, and organize here).

Business Writing

In any business document, including emails, you create an impression with your writing—you’re judged by it. You can be assured that your business writing supports your reputation for competence by knowing and meeting US business reader needs:

- Clarity and conciseness are at the top of the list. Everyone has too much to read, so they want to be able to skim a document and take it in. Therefore, write in short, complete sentences that are to the point.
• Prepare by writing an outline first, or your list of contents.

• Put your main messages at the beginning; don’t make the reader wade through the text to find out why they’re reading.

• Segment your material under numerous headings, subheadings, and bullet lists—all in logical order. This makes your writing easier to comprehend.

• Be consistent in your use of technical terms and details, including capitalization, acronyms, titles, entity names, etc.

• Have plenty of white space—wide margins, room between sections and paragraphs, etc. Otherwise, tight blocks of text can be intimidating, making the reader unwilling to get into a document or to continue reading.

• Sound natural. Reading your business letter, for example, should seem as close to listening to you as is appropriate for your topic and relationship with your reader.

• Include only the detail your reader needs, not what you might like to read. Remember, all business documents must be geared to the reader's requirements and level of knowledge.

• Use the active voice. This is less a grammar issue than a responsibility issue. For example, “It has been decided to…” doesn’t tell the reader who’s accountable for the decision, which can create questions and come across as vague. Instead, use “the committee decided to…” or some other sentence in the active voice.

• Avoid the use of negative expressions.

• Choose simpler descriptions over elaborate, pompous wording.

• Make your writing gender neutral, by using plurals or nouns vs. just the masculine or “he/she.” Also, in a salutation, never use “Dear Sir” or “To Whom It May Concern.”

• Use “Sincerely” or “Best regards” at the end, and avoid “Yours obediently” or other closings that sound subservient.

• Be certain your signature is legible, including first and last names.

• Check every aspect of accuracy, from facts to spellings. Refine and polish your business document until you’re satisfied with its quality.

These are only a few ways to meet your immediate needs for writing to US business readers. Good, inexpensive publications and other resources are available for more information, including public libraries and adult education programs.
Qualifying for Employment with a US Education and a Nonimmigrant Visa

If you’re not a US citizen but are a student at a college in the US, you may have F1 status—a nonimmigrant status which means you will have to return to your country of origin at the end of a specific time or purpose.

To enter the US under F1 status, you must first obtain an I-20 form—a Bureau of Citizenship and Immigration Services (BCIS) certificate of eligibility for foreign students—issued by a designated official of the school you plan to attend. The form is issued once you’re accepted for full-time study at an institution. You will then use the I-20 to apply for an F1 visa, which is the stamp placed in a foreign student’s passport. It can be issued only after satisfying the US Consulate with documented proof of the financial support necessary to pay tuition and other expenses. Such a visa cannot be issued or renewed within the US, but only at a US Embassy or Consulate outside its borders.

Spouses and minor dependents of F1 visa holders are permitted to accompany or join students in the US under F2 status. To qualify, your spouse and/or children must also have an I-20 from the school and be able to show evidence of financial support as well as their relationship to you (birth or marriage certificate). Individuals holding F2 status are not permitted to work in the US.

Students in F1 status qualify for some restricted employment authorization but are not permitted to work outside campus in the first 9 months as a student in the US. When authorization is required, it’s granted either by a school official the BCIS designates or by the BCIS itself.

Summary of Guidelines for F1 Student Employment

Employment permitted without BCIS preauthorization includes:

- Part-time job on campus for the school or a business that provides a service for the school (such as a bookstore or cafeteria)
- Employment up to 20 hours a week during the school semester
- Full-time summer job on campus for the school or a business that provides a service for the school

A foreign student who works without proper authorization is subject to deportation.
• Part-time job off campus if the location is affiliated with the school and if the work serves as part of the student’s educational program.

• Full-time summer job off campus if the location is affiliated with the school.

To qualify for the employment described above, you must have a valid I-20 form and show registration or intent to register for the next academic year as well as completion of the academic year before your employment period.

Employment that requires BCIS preauthorization includes:

• Part-time job (up to 20 hours a week) off campus during the school semester.

• Full-time job off campus when school is not in session, which also requires completing 1 full academic year in good standing.

The employment described above requires recommendation from an BCIS-designated school official and approval by the BCIS.

If you experience unforeseen economic hardship off-campus employment may be authorized by BCIS in the following cases:

• Loss of a scholarship.

• Large devaluation of currency in the home country.

• Unexpected regulations regarding foreign-exchange remittances from the home country.

• Large increases in tuition or living expenses.

• Medical bills beyond your control.

• Sudden loss of a parent or other sponsor who provided financial support.

• Any other valid reason leading to loss of financial support.

You will need to produce proof to support the claim of unforeseen financial hardship. In this case, you’re required to obtain employment authorization directly from the BCIS by completing Form I-765, available at most schools or from the BCIS. School authorities need to certify that campus employment is unavailable or insufficient for you to maintain independent financial support. Employment, once authorized, can continue for as long as needed but is authorized in 1-year increments. The authorization ends if you change schools, so you must reapply for work permission through the new school.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is a database set up by the federal government to secure critical tracking information such as student enrollment, start date, not enrolling, dropping a full
course of study, any other failure to maintain status or complete the program, change of name, and any disciplinary action. SEVIS also tracks whether a student graduates earlier than the date projected on Form I-20.

When Form I-20 is prepared at the school, it initiates the SEVIS tracking process. Schools are mandated by law to use SEVIS by January 20, 2003. However, schools with large foreign student populations may not be able to meet this target date based on technological problems with this new system introduced in fall 2002.

Work Authorization for Practical Training

Students on F1 visas are permitted to work before or after graduation in jobs related to their field of study, referred to as practical training. There are 2 types of practical training: curricular and optional:

- Curricular Practical Training (CPT) is for work required as a part of a student’s curriculum and applies only before graduation. Authorization by the designated school official is noted on the I-20 form. Students may do unlimited amounts of part-time CPT. A student authorized for more than 12 months of full-time CPT is ineligible for Optional Practical Training.

- Optional Practical Training (OPT) is work authorization that can be used before or after graduation, granted by the BCIS after a student obtains recommendation from the designated school official. After graduating, a student may apply for up to 12 months; any OPT used before graduation is deducted from the 12 months. An F1 student can apply for OPT from 90 days before until 30 days after completing studies. When authorization is granted, students may change employers without BCIS permission during the OPT period.

Changing Your F1 Status

To hire an F1 student for longer than 1 year, the employer must apply to convert the visa from F1 to H1B or to another employment-based category visa. The H1B visa is initially granted for 3 years; thereafter, it can be extended for an additional 1-3 years. After 6 years, you must return to your native country and spend at least 1 year there before accepting employment and returning to the US on another H1B visa.

The H1B is employer specific—if you change employers, the new employer must obtain a new H1B. Usually, it takes 60–90 days to process an H1B petition through relevant agencies.

Employers need to satisfy many requirements before employing a foreign-born individual.
Enhancing Foreign Education and Experience

Resources for Continuing Education

Just as it’s important to stay current regarding economic trends, continuing education in your technical field and related areas should be high on your list of priorities. With increasing access to the Internet, the World Wide Web has become valuable for continuing education (and as a job-searching tool) for chemical professionals.

Self-study tools for continuing education are readily available; start with your local library and the tools listed in the Appendices, including books, audio/video packages, and computerized resources. Your employer may be willing to pay for these materials as well as seminars/workshops/classes.

Continuing education helps you keep abreast with the job market, improve your existing skills, and learn new skills—making you a more valuable employee. Those additional skills could also be useful in securing employment after a layoff.

Foreign Experience in the US Workplace—Help Through ACS

The US ranks among the world’s technology leaders. If you haven’t been exposed to the level of technology development available in the US, you may want to take some American Chemical Society short courses. They’re offered at ACS national meetings and some regional meetings. Keeping up with technology will broaden your skills in new instrumentation techniques and other innovations to enhance your career in chemistry.

Other important aspects regarding the US workplace include the following:

- Employment tends not to be a long-term contract in the US, where the average worker changes jobs at least 10 times and employers at least 7 times during a career.
- It’s not always true that the reward for performance is a guaranteed raise or promotion; it may be simply verbal acknowledgment of your contribution.
- Even the best employee may not be guaranteed long-term employment, because any company may come under pressure to reduce its workforce for economic reasons. When changes occur, you’ll need to respond quickly and effectively, remaining flexible to changing needs in your employment situation.
- As a newcomer to the US, you may be attracted to large, recognized companies. But smaller organizations, although not as well known, are just as important in a job search. Salaries may not be as high, but you’ll have the opportunity to perform a broader range of tasks.

* Locate job openings and continuing education websites with search engines or through career-oriented sites.

* Focus on these topics for continuing education:
  - Your technical field and related positions
  - Time management
  - Presentations
  - Business writing
  - Budgeting
  - Supervising
  - Team building
  - Computer skills
  - Languages
  - Current government regulations.

* For information on short courses, call the ACS at 800-227-5558, ext. 4508. Because the US workplace changes more rapidly than in most other countries, you’ll find Chemical & Engineering News, the ACS weekly magazine, a good resource for keeping up with innovations.
• If you bring foreign experience to the US, you may need to reassess your expectations. Understanding your new environment will help you to define your career path, so be sure to get clearly defined, documented objectives from your US supervisors. Be sure to record your accomplishments to use in performance reviews.

• Above all, remember you are responsible for planning and meeting your career goals.
Preparing for the Job Search

Eligibility to Work in the US

If you are a permanent resident or a US citizen, indicate this on your job application or résumé to eliminate any doubt about your eligibility. If you have a temporary visa, however, save the information for your interview.

Some employers focus on specific skills and abilities and won’t be concerned about visa status. If the expertise the employer seeks can be found only in a foreign national, they may be willing to go through the administrative and legal processes of BCIS authorization. Sometimes a company needs foreign nationals for subsidiaries overseas. In those cases, the employer would focus on education and training received in the US that’s valuable in representing the company overseas; technical and foreign language skills as well as adaptability would be more important than legal work status.

Personal Assessment of Skills/Accomplishments and Values

Especially if you’re seeking US employment for the first time, preparation is crucial—you face the challenge not only of a job search but also a new environment.

Skills/Accomplishments

If you had experience in another country, do not discount the skills you’ve acquired. List your skills—with people, equipment/materials, information/data, and ideas/concepts. Then categorize your skills according to your accomplishments, in priority order. This exercise is most valuable in your job search. Think of yourself as a product that you’re marketing to a potential employer. Be prepared to write and talk about your skills and accomplishments, which will require practice until you’re comfortable.

You will also need to assess what you are looking for in potential employment. What is important to you? What do you enjoy doing? Once you examine your skills and quantitatively evaluate your related accomplishments, you’re likely to see greater achievement in the skill areas you enjoy. Success comes naturally when you like what you’re doing; applying this simple principle in your job search will bring rewards.

Think in terms of transferring skills you acquired in another country or in a nontechnical position to future US employment. Technical skills must be combined with many other skills to bring success. The following lists provide examples of the skills valued by employers:
Technical
• Acquire technical knowledge to do the job
• Build technical skills through continuing education
• Develop research abilities
• Be dedicated to continuous technical improvement and learning
• Learn about related fields outside chemistry

Communication
• Communicate clearly—in writing and in person
• Sell ideas and be persuasive in presenting a point of view to others
• Possess good listening, presentation, and interpersonal skills
• Use knowledge of your native language and culture as a strong asset

Problem Solving
• Use complex data and intuition to analyze and draw conclusions
• Be customer-oriented in solving problems
• Persevere in seeking an answer

Initiative/Judgment
• Set and meet (or exceed) specific, realistic priorities and goals
• Use good judgment about taking risks
• Work steadily and systematically toward objectives
• Evaluate critically and constructively
• Be innovative, self-motivated, assertive, and self-starting

Creativity/Innovation
• Formulate new ideas and solutions
• Create ways of doing things better

Leadership
• Identify key issues and stay on track
• Use available resources to formulate strategies to reach objectives
• Get commitment from others and work in a team toward common goals
Working With Others in Teams

• Coordinate and communicate well with people at all levels of knowledge and competence
• Respect and work with people of other cultures
• Stay focused on meeting team objectives

Dedication/Work Ethics

• Show commitment to completion of projects
• Demonstrate strong work ethics: honesty, integrity, fairness, etc.

Business Orientation

• Have knowledge of business, economics and marketing
• Exhibit professional business demeanor.

Values

In addition to technical and nontechnical skills, pay close attention to values that are important to you. Getting hired and keeping the job will depend in part on how you fit into an organization’s culture; some will be a better fit for you than others, based on how well your values match.

The five major values that influence decisions and careers are advancement, autonomy, balance, challenge, and security, as described below.

People who value advancement…

• Consider upward progression in an organization as very important
• Seek both visibility and financial reward for accomplishments
• Remain as long as there is opportunity for growth.

People who value autonomy…

• Prefer to be left alone to do the job with minimal supervision and more freedom
• Like to set their own schedules and priorities
• Consider aspects of organization life to be restrictive.

People who value balance…

• See balancing family, career, and personal interests as important
• Take into account commuting time, work hours, benefits, and travel associated with the job
• Do not pursue career prospects at the cost of family considerations.
People who value challenge…

• Like to take on difficult projects and responsibilities
• Thrive on winning
• Enjoy problem solving.

People who value security…

• Look for an organization with low turnover rates
• Want good benefits and tenure in employment
• Desire stability and tend not to challenge the system.

These 5 values are not stated in any particular order, and their ranking in your life may change at any given point, depending on your situation. They’re important because they help you prepare for, find, and keep a job that aligns with these values while avoiding employment you’d find frustrating or unfulfilling.

Sample Questions to Ask an Employer About Values

Asking the questions below in an interview will elicit information to help you find an organization that fits your values.

Advancement

• What opportunities do you offer for someone with my skills and background to grow and develop?
• Do you have any programs to support employee’s career goals and continuing education such as tuition reimbursement?
• Does the company offer advancement in a technical track and a management track?
• Does the technical track offer advancement to management?
• How are accomplishments recognized and rewarded?
• How many executive positions are there, and what is the turnover?
• What is the policy regarding promotions from within?
• Does the organization believe in succession planning?
• How are expectations for each level documented?
• How frequent are performance reviews?
• What are the possible career paths from the position I’m interested in?
• Does the company support participation in professional association activities to encourage career growth?
• What does the organization look for in top performers, and how are they rewarded?
Autonomy

- To whom does this position report? How are work results monitored and how frequently?
- How do new ideas get introduced in the company—through individual efforts, by committees, or by teams?
- Do ideas for projects flow from the bottom of the organization up or from the top down?
- Are new methods for organization design being implemented to allow greater decision-making at all levels?
- What type of management oversight exists in each unit? Is there 1 layer or several?
- Do you have a work-at-home policy?
- Who gets rewarded—teams or individuals—when goals are met?
- May I see a copy of your organization chart?
- When projects are assigned, are they given to individuals or teams?

Balance

- What factors are important in order to be a successful manager or technical person in your organization?
- What is the normal work week? Is overtime expected?
- Under what benefits are my family members covered?
- How much travel is required for overnight/out-of-town assignments?
- What opportunities exist for taking time off to enhance knowledge or skills?
- Do you have flex-time? Job sharing? Part-time employment? Telecommuting opportunities?

Challenge

- What kinds of opportunities do you have to support the development of research/new products?
- How is value measured and rewarded?
- What are the greatest challenges in the position?
- Does the organization pay for membership in professional associations?
- What type of recognition or award is given to employees for taking on new responsibilities and assignments?
• What opportunities are there for creative thinking and brainstorming sessions, both on site and on retreat?

• What resources do the organization’s top performers enjoy?

• Are job rotations available to enhance professional growth or understanding of a particular technical or nontechnical area?

• Are employees encouraged to attend training to enhance personal and professional growth?

Security

• What is the turnover rate in the organization overall, and in the department or division where my position would be? Why did the position become available? How long did the last person work in that position?

• What are the opportunities for growth?

• Is a career path built into the position, for example, a technical track or management track?

• Does the company have a policy to retrain staff in preference to layoff during tight economic times?

• Is this position funded to continue? What is the source of the funding?

• If the position is on a contract or is project-funded, what is the possibility of it becoming regular full time?

• What are the organization’s staffing plans over the next 5–10 years?

By asking targeted questions, you’ll be able to judge whether a potential employer can provide an environment compatible with your values.

Preparation Your Résumé

A most important item in your job search is your résumé—a marketing tool to sell your qualifications and abilities. A résumé doesn’t get you the job but is the key to obtaining an interview, by capturing the attention of a potential employer who will want to meet with you. Obviously, you’ll need to devote considerable care to preparing your résumé.

Résumé details, supplementary to the ACS Résumé Preparation—Tips for Chemical Professionals guide and specific to foreign-born chemists, follow:

• If you were educated overseas, add the type of equivalency you received to the Education section of your résumé. (See Credential Evaluation Companies for Approval by BCIS in Appendix D.)
• Military service information should state whether it was in the US. If military service was in your home country, specify at your discretion.

• Because the US government is so large and complex, it has formal application procedures to ensure a fair, neutral hiring process. Refer to Chapter 3 in Résumé Preparation—Tips for Chemical Professionals—especially with regard to OF-612—so you can adhere to the instructions on job announcements/application forms for government positions.

• If you’re an immigrant to the US, and your work experience was overseas, make it easy for a potential employer to contact your references. Offer full information—including the time differences—and remember to keep your contacts updated.

Your Interview

You want your résumé to result in an interview. Because your competition will be just as qualified as you are, you need to stand out by being the best candidate the employer interviews. You can perfect the art of interviewing with preparation and practice.

To prepare for an interview, make sure you know:

• Your relevant skills and accomplishments

• Something about the organization

• Logistics of the interview

• Questions the interviewer is likely to ask

• Information you’ll want to learn about the job.

The interview’s purpose, of course, is to generate an employment offer. It is a crucial element in the employment process and an opportunity to make an excellent first impression.

Interview details, in addition to ACS’s Interviewing Skills for Chemical Professionals and specific to foreign-born chemists, follow.

• Discuss current market trends/globalization if you’d like to be a candidate for work overseas. Many organizations are looking for foreign-born/US trained and educated personnel to serve overseas at an affiliated company, subsidiary, or parent company. Because your language skills and cultural knowledge would be so valuable to subsidiaries and/or project assignments, you’re likely to get preference.

• Read international business magazines to give yourself an advantage. You’ll find out which companies have interests overseas as well as topics that may be impressive to discuss in the interview.

It’s not appropriate to address salary and benefits at the first interview unless the interviewer introduces the topic.

The American Chemical Society Department of Career Services offers Interviewing Skills for Chemical Professionals as a valuable guide. Call 800-227-5558 or visit career@acs.org to receive a copy. Also see Appendices A–E for more resources.
• Become familiar with different types of interviews and what questions/issues are appropriate in the US. ACS can assist you with this; you also may find friends, family, or coworkers helpful. See Chapter 1 for details on US culture and related areas as well.

• You may want to practice the interview in advance. Have a trusted colleague role play with you and tape the results. Ask for constructive criticism and ideas, including any language/culture concerns, then listen to the tape and refine as needed.

More Tips on Overseas Employment

• **Technical Skills**—In some overseas assignments, many years of experience with technical skills are required; entry-level positions are rare unless you’re returning to your home country after obtaining a US education. In these cases, the potential employer probably has had contact with you.

• **Intercultural and political awareness/adaptability**—It takes an individual who’s open-minded and receptive to other cultures and beliefs to be able to live and work in another country. Adapting to life in another country is an ongoing process; it requires good humor, acceptance, and flexibility. Learn about international politics, geography, and economics first; then research how your field applies in different parts of the world.

• **Tolerance**—This trait—critical to working overseas—means you’re able to work with the unfamiliar and to accept differences. For US-trained individuals, the most common differences will be observed in the pace of life and work, management structure and style, attitude to change, workforce and work ethics, organization structure, and value of time.

• **Language**—Some international assignments include provisions for learning another language. In certain regions, English is widely spoken, and not knowing the native language doesn’t pose a serious problem. In other situations, your knowledge of the local language (and culture) can be a definite benefit for the employer.

See Appendices C–E for more global employment resources.
Seeking Employment

Immigration Requirements for Employment in the US

Foreign-born individuals can enter the United States for various purposes. Before seeking employment—either after entering the US or while in another country—it’s important to understand the basics of the immigration system. US immigration law is written to bring certain foreign nationals into the country as well as to keep other foreign nationals out. The US immigration system does not have short cuts and can’t be expedited by political influence. Obtain current and correct legal information from a reputable, licensed immigration attorney, and never draw conclusions about your situation from any other case.

This section outlines the basics of what you need to know before consulting with an attorney, if necessary.

The immigration system has 2 broad classes: the resident alien and the temporary or nonimmigrant alien. Resident alien status is granted to those classified as immigrants to the US; nonimmigrant status, issued to individuals in the US for a short term, is granted according to the person’s purpose for entering the US.

Permanent residency or the so-called Green Card (also called the Permanent Resident card) is issued to persons of foreign origin who have satisfied specified criteria. Generally, Green Cards take time to process—sometimes years. There are several ways to qualify for a Green Card, as discussed later in this chapter.

Temporary or nonimmigrant status is issued in restricted and unrestricted numbers (depending on the exact classification) and takes much less time to process than a Green Card. Temporary or nonimmigrant entry visas are issued at US embassies or consulates outside the US. There are various categories depending on the purpose, each with its own criteria to meet. Some nonimmigrant classifications permit work, while others do not. You can change categories if the purpose for original entry status has changed.

There are over 30 categories of nonimmigrant visas for US entry, but not all are relevant here. The categories that usually apply to chemical professionals and students are:

- **F1** Student visa
- **F2** Spouse and minor children of students
- **H-1B** Workers in specialty occupations
- **H4** Spouse and minor children of H-1B workers

Whether your intent is to live permanently, work, retire, or invest in the US, you need the right papers.

Most US employers prefer to hire persons with a green card (permanent residency).

Immigration requirements can change frequently. For current information, contact the Bureau of Citizenship and Immigration Services (BCIS) at www.bcis.gov or 800-375-5283.
J1 Exchange visitors
J2 Spouse and minor children of J1 visa holders
TN NAFTA (North American Free Trade Agreement) employees
TD Spouse and minor children of NAFTA employees
L1 Intra-company transferees
L2 Spouse and minor children of intracompany transferees

The Student Status (F1)
Foreign-born students are granted US admission for the full course of study required at the institution specified in the student’s visa application, and usually for 1 year of practical training afterward. An extra 60-day grace period is usually allowed for the student to prepare to leave the US and return to the home country. To obtain such a visa, the student must complete and provide Form I-20 to the visa-issuing office; this form must be from a school authorized by the BCIS. An applicant for F1 student status must also produce documentation of financial support in amounts required by the school issuing the I-20.

An F1 student is permitted to bring a spouse and minor children to the US. These dependents may be granted F2 status, but are not permitted to accept any kind of employment while in the US.

Some work is permitted for F1 students with restrictions and subject to approval by a designated school official, who has the authority to grant permission (as discussed in Chapter 2).

Workers in Specialty Occupations (H-1B)
The current law permits professionals or those in specialty occupations to receive H-1B status for entering the US or remaining in the country after their education is complete.

Specialty occupations covered under the H-1B classification are those requiring at least a bachelor’s degree from the US or a foreign equivalent. The degree must apply to the field of study required for the job. H1B is an employment-based visa category granted for an initial period of up to 3 years with the possibility to renew for 3 more years. After a maximum of 6 years, the nonimmigrant must leave and remain outside the US for at least 1 year before accepting employment and returning to the US, unless the person meets the criteria for extending H-1B status beyond the sixth year. On October 17, 2000, President Clinton signed into law new H-1B visa provisions, increasing the maximum number to 195,000 for 2001, 2002, and 2003—reverting back to 65,000 for 2004. On January 19, 2001, the Department of Labor enacted an Interim Final Rule, which also contains new provisions affecting the H-1B visa category.
A significant provision of the new law permits extensions beyond 6 years, in 1-year increments, for those who’ve filed an I-140 petition, and whose labor certification or I-140 was filed at least 365 days before the extension is requested. Extensions will be permitted until a decision is made on the person’s lawful permanent residence.

The new law also provides for portability of H-1B status so that an H-1B visa holder may begin new employment upon filing the H-1B petition, rather than waiting for adjudication. The employee must:

- Have been lawfully admitted into the US
- Not have engaged in unauthorized employment since the last admission
- File a nonfrivolous petition before the period of stay authorized by the Attorney General expires.

A nonimmigrant who changes from F1 student status to H-1B must be sure to change status for a spouse and/or any minor children from F2 to H4. Otherwise, they would be in violation of status and in the US illegally.

**Other Requirements for H-1B Status**

For an individual to obtain H-1B status, a firm offer of employment is required. The employer making such an offer must file a Labor Condition Application (LCA) which must be approved by the Department of Labor (DOL) Employment & Training Administration office. An approved LCA, valid for up to 3 years, is granted to hire an employee for a particular location. The employer must also establish on the LCA that the wage is the prevailing amount for that position in the same or similar organization and position. Authorities take precautions to prevent employers from hiring foreign workers for low wages and unacceptable working conditions in preference to American citizens. If an employer moves an H-1B employee to another location, a new LCA usually is required.

H-1B applicants are entitled to a copy of the LCA before starting employment. The employer is also required to prove that hours, shift work, vacation time, and other benefits are comparable to those of other workers in the organization before the H-1B worker is hired. H-1B employees cannot be hired if there are labor disputes pending at the proposed worksite in the same occupation. If an employer terminates an H-1B employee, the 1990 Act places the burden on the employer to pay reasonable cost of transportation back to the home country.

**Exchange Visitors (J1)**

US government programs of educational and cultural exchange are managed by the Department of State. DOS exchange activities occur between different kinds of partners from various countries, including:
• Academic community
• US private sector
• Volunteers
• Foreign governments.

Foreign nationals in J1 status enter the US for cultural, educational, teaching, training, research, or other international exchange programs recognized by DOS. To qualify for a J1 visa, a person must be accepted into a DOS-approved program and have a sponsor before entering the country. Universities are sometimes program sponsors for J1 exchange programs, and funding may come from schools, businesses, the US government, or foreign government sources that foster international exchange. A J1 entry visa is usually issued at an embassy or consulate in the foreign national’s home country or country of last residence.

A J1 nonimmigrant in the US is restricted to the specific program for which the status was granted. DOS requires that funding (which can include the J1 visa holder’s personal funds) must be sufficient to cover living expenses while in the US. The participant’s knowledge of English must be proficient enough to function in an exchange program.

The recipient of J1 status must intend to return to the home country at the end of the specified assignment. BCIS and consular authorities may require proof of material possessions, property, and family remaining in the home country to satisfy them that the nonimmigrant will return. It may also be necessary to prove that a position or training in an area will be offered to the recipient in the home country upon his return.

Many J1 nonimmigrants are bound by a 2-year foreign residency rule requiring them to return to their home country or country of last residence for 2 years before being allowed back into the US in another nonimmigrant classification or to seek permanent residence. This rule may be invoked if they are receiving government funding from or if their skills are in short supply in the home country. In special cases, this 2-year rule may be waived (see the following section). A J1 individual who’s subject to this requirement must obtain the waiver to proceed with accepting temporary or permanent US employment.

J1 individuals are entitled to bring a spouse and unmarried children under age 21 into the US, under a J2 visa. Spouses of J1 visa holders may work in the US with BCIS approval, which must be obtained in person after entering the country.

Travel in and out of the US is permitted as long as the J1 or J2 visa is valid. However, a J1 visa holder will be entitled to stay in the US only up to the date on the eligibility document.

Students in J1 status are permitted to stay for the duration of their program plus an additional period for practical training in their field, up to 18 months (the sponsor’s approval of this additional employment period is optional).
For teachers, professors, researchers, and others with special skills, J1 status may be granted for up to 3 years. Work is permitted if directly connected with the approved program.

**Grounds for Waiving the 2-year Foreign Residency Rule**

J1 nonimmigrants may request to waive the 2-year foreign residency rule in these cases:

- Exceptional hardship, such as lack of available medical attention in the home country/country of last residence for a US citizen, spouse, or child
- Fear of persecution in the home country because of race, religion, or political opinion
- The home country government issues a statement of no objection, permitting the applicant to change to another nonimmigrant classification to pursue permanent residency
- Funding for the J1 applicant did not come from government sources.

Well documented proof is required to obtain the waiver.

**Employment-Based Preference Categories**

Employment-based immigration in all categories has an annual quota of 140,000 visas. The Immigration Act of 1990 lists 5 employment-based preference categories of immigration:

**Priority Workers**—The first 40,000 visas are set aside for aliens of extraordinary ability, including outstanding professors and researchers, as well as executives and managers of multinational corporations. These individuals must provide clear proof of a prearranged commitment to continue in their field after entering the US. The category of priority workers has these 3 breakdowns:

- **Aliens of extraordinary ability** (no labor certification or previous job offer required). This category includes Nobel Prize winners or recipients of other internationally recognized outstanding achievement awards.

- **Outstanding researchers and professors** (no labor certification required). At least 3 years in teaching or research as well as outstanding ability and international recognition in specific academic areas are required. Accomplishments must be documented. Individuals in this category enter the US either to teach in a university or other institution of higher education or to perform high-level research in an academic environment or with a private employer.

- **Certain executives and managers employed by qualified international companies** (no labor certification required). The individual must have
been employed by the overseas affiliated company, subsidiary, or parent company of the sponsoring US company for at least 1 of the previous 3 years. (Only 6 months of previous experience is required under a Blanket L program.) Permanent residence is granted only on the condition of coming to the US to work in a managerial or executive capacity.

**Exceptional ability and advanced degree professionals**—The second 40,000 visas are set aside for aliens holding advanced degrees and with exceptional ability in the sciences, arts, or business. In this category, a job offer may not be necessary if the BCIS determines the applicant is of national interest to the US, based on strictly reviewed criteria. This category requires expertise beyond possession of a degree. Labor certification is required.

**Other workers**—The next 40,000 visas are set aside for other skilled workers (requiring at least 2 years of experience or training), aliens with bachelor’s degrees (or foreign equivalent), and unskilled workers (for positions requiring under 2 years of experience or training). (Only 10,000 of the 40,000 visas are allocated to the unskilled category, and labor certification is mandatory.)

**Special immigrants and Employment creation immigrants**—These 2 categories are described under the Permanent Residency (Green Card) section below. They account for the remaining 20,000 of the 140,000 employment-based annual quota.

**Other Restrictions**

In general, restrictions on noncitizen, foreign-born individuals fall into 2 main categories: permanent residents (and refugees) and temporary nonimmigrants.

- Permanent residents (and refugees) are eligible to hold federal civil service appointments, but still may be precluded by the federal government from certain employment (security and defense work, for example).

- Temporary, nonimmigrant workers must have work authorization from the BCIS to be eligible for employment, but also can be precluded by the federal government from certain employment. In addition, the nonimmigrant worker might need a government export control license to perform job functions involving the release of or exposure to certain technology.

Government positions that require a security clearance hire only US citizens except in rare instances, when a permanent resident status is accepted. Be sure to verify citizenship requirements before applying for a government position. Information and a sample copy of the OF-612 form are available at http://www.cybercomm.net/~digibook/.
Permanent Residency (Green Card)

The Green Card gives a person the right to live and work in the US for an indefinite period. Green Card holders retain citizenshipship of their country of birth, but are regarded as permanent US residents—bound by all IRS and Social Security regulations. They are not entitled to vote in any election or to receive unemployment or welfare benefits. There are several methods of obtaining green cards, ranging from family-based and employment-based to diversity immigration, as discussed below.

Family-Based Immigration

Family-based immigration requires a petitioner who is a US citizen or Green Card holder of a specified category permitted by BCIS. An immediate relative of a US citizen is not subject to the quota; this includes spouses, widows, or widowers (with some restrictions) and minor children.

A person sponsored through a family member Green Card holder, but not in the immediate relative category, is subject to the quota.

Employment-Based Immigration

Employment-based Green Cards can be obtained by those with no family-based relationship to qualify them for permanent residence. Qualifying categories are described under Employment-Based Preference Categories above.

Special Immigrants

This category includes

- Religious workers
- Overseas employees of the US government
- Former Panama Canal Company employees
- Some foreign medical graduates
- Retired employees of international organizations.

An annual allocation of 10,000 visas are set aside for this category.

Employment Creation Immigrants

Employment creation investors are those who create employment for US citizens and permanent residents. Immigrants in this category must invest $1 million in a new commercial venture that creates at least 10 full-time jobs for unrelated US citizens or permanent residents. This category has an annual allocation of 10,000 visas. (The BCIS does not frequently approve status under this classification.)

Diversity Immigration

Citizens of countries underrepresented in the US have an opportunity to obtain permanent residence through the Diversity Immigration Lottery. If the US has
received 50,000 or more immigrants within 5 years from a particular country, under all different preference categories of immigration, the country is defined as “high admission” and cannot be included in this Green Card lottery.

To qualify, a person does not need relatives in the US, labor certification, or a high skill level—those selected need only to prove birth in a lottery-designated country and have at least a high school (or foreign equivalent) education. However, you do need a sponsor.

How to Preserve Permanent Green Card Status

An individual with a Green Card can travel freely in and out of the US at any time. However, any absence over a year without prior approval is considered abandonment of permanent US residency. An individual with permanent resident status who must be out of the US no longer than a year needs to apply for a re-entry permit while still in the US. The permit can be sent to the designated address outside or within the US.

An individual who intends to become a naturalized US citizen is required to have continuity of residence, usually for 5 years after becoming a permanent resident. Absences for periods less than 6 months will not count as a break in continuity, but individuals with longer gaps need the advice of an attorney regarding requirements. The Green Card does not automatically convert into US citizenship. Citizenship is optional, and a person must apply to become a naturalized US citizen by:

- Retaining well documented information on dates and places of residence, dates of travel in and out of the US, and other information provided for the original Green Card petition
- Becoming familiar with the types of questions on the citizenship test.

Foreign nationals can retain their foreign nationality and permanent US residency for an unspecified number of years. Be sure to consult an attorney about having a Green Card for an indefinite period that includes retirement in the US or elsewhere.

NAFTA Work Visas in the US

The status granted to professionals from NAFTA (North American Free Trade Agreement) countries to work in the US is TN—a temporary work visa that can be granted at a US port of entry. It is valid for 1 year and is renewable indefinitely.

The minimum of a bachelor’s degree (or foreign equivalent) is required to qualify for TN status.

The TN classification for Canada is not based on a quota limit for a given period, but there is an annual quota on TN visas for Mexican workers (all professions).
For Canadians, TN status does not require DOL (Department of Labor) approval and is not governed by the prevailing wage requirement for other foreign workers. However, DOL approval is required for all Mexican national applications. All documentation is checked, approved, and issued at the border for Canadians, but Mexican applicants', employers must submit the approved LCA (Labor Condition Application) and TN petition to the BCIS for adjudication.

The spouse and minor children of TN employees may be granted a TD visa.

Selecting an Immigration Attorney

Immigration attorneys are usually best selected through personal recommendations. If you need to select an attorney on your own, the best way is through a state bar association or the following resources:

- The American Immigration Lawyers Association (AILA) in Washington DC can be contacted at 202-371-9377, or search their membership database at http://ilw.com/ailalist. You can also consult the Martindale-Hubbell Legal Directory, available in law libraries and online, for biographical data and ratings.

Most attorneys provide an initial assessment at a low or no cost so you can meet and decide whether you’d like to use their services. Even for an initial visit, be prepared with all necessary records, including your:

- Foreign passport
- Arrival and departure documentation
- Certificates and information confirming current or prospective employment
- Résumé
- Degree and transcripts
- Documents to substantiate your qualifications for seeking employment-based residency.

During your initial consultation, gather details on the attorney’s qualifications and standing. Remember, you’re not bound to retain an attorney immediately after the first visit. It’s best to consult with 3–4 lawyers and get their opinions first so that you can feel confident in your decision.

Get an idea of the costs involved (some employers will pay legal expenses, then deduct part or all of the amount from the employee’s salary). When you obtain
quotations, clarify what’s covered by the legal fees to avoid hidden expenses (like copies, courier fees, phone consultation, and appearances at the BCIS office on your behalf). Be sure to give the attorney only copies of documents; retain the originals for your records.

If you anticipate a problem communicating with the lawyer, you may ask to bring another person who can assist—an approval is very important. Also remember to make notes at each visit.

Once you retain an attorney, you’ll still need to follow up. Ask about the time frame for the process and keep track of priority dates by calling the local BCIS office, or processing your application may cost you additional time and money.

Select an attorney only after thorough research, including all available information channels. You need to understand the system and various steps in the process to protect your own best interests.

If at any stage of a pending application, you’re dissatisfied with the attorney’s services, you have a right to change—a new attorney can take care of the documentation to proceed with your application. However, carefully consider the implications of changing attorneys, including possible delays.
Factors to Consider in Your Job Search

Employment Trends

Before you venture out on a job search, you need an understanding of general employment trends in the US, as described below:

• There’s less security in the job market today, and permanent employment with a single firm throughout a career is rare. In fact, frequent career moves are common and no longer considered a stigma—as long as they indicate upward progression.

• Management layers have been reduced, creating less hierarchical organizations, with teamwork replacing the multilayered system of management.

• Flexibility, adaptability, and good verbal and written communication skills are required to complement technical skills.

• Every employer’s goal is to attain required production or work output without increasing staff.

• Whether a particular job market involves customer-driven production or research, a business sense is important in addition to technical background.

• Ability to work within a diverse workforce is important. The outlook on production, business, research, or other areas that affect employment is usually geared to a global market.

• US industry is seeing the emergence of small firms (50–500 employees) who tend to hire professionals with multifaceted skills and knowledge.

• Small companies are hiring BS chemists with marketing, sales, customer service, and research and development (R&D) experience as well as chemical engineers. Medium-sized companies hire for replacement and some growth, requiring chemists at all degree levels. They need chemical engineers as well as BS chemists in technician R&D positions; PhDs tend to be hired for R&D.

• New hires bring in mixed skills to enhance an organization’s standing in a highly competitive global market. Emerging areas include environmental services and environmentally benign products—opportunities may develop globally for US companies because of activity in many developing countries.
• Other growth areas are analytical development, custom products, pharmaceuticals, biotechnology, and quality control.

• Important fields are analytical chemistry, product synthesis, process engineering, environmental chemistry, biochemistry/molecular biology, catalysis, computer modeling and simulation, regulatory affairs, chemistry information services, and patent law.

See Chapter 1 for more on US culture in the workplace.

Global Employment Opportunities

With globalization of economies and employment as the current trend, many boundaries have disappeared—facilitated by advances in communication technology and the free migration of technical and other professionals between countries. Markets and avenues are opening in the newly independent nations that were part of the former Soviet Union. Asia and Eastern Europe need technical expertise and also offer opportunities for growth. Developing nations of the world seek to catch up with the technological sophistication of countries such as the US, Japan, and European nations.

These conditions create opportunities for highly trained personnel who want to work outside the US, but seeking these positions takes more time and effort than in the US. Many of these countries have high unemployment rates, yet don’t have the trained personnel for available technological jobs. Many trained professionals have left their countries because of lack of opportunities.

An assignment overseas may sound interesting and adventurous, but carefully evaluate what it involves and make a self-assessment. Determine whether you’ll be able to adjust to living in another country after years of education and training in the US. Other factors to consider in overseas employment include level of technical skills, intercultural awareness, political sensitivity, and language.

See Chapter 3 for more considerations regarding work overseas.

Updating Skills and Knowledge

A foreign-born chemist with experience in another country may or may not be technologically marketable in the US. If you’re a member of a professional society, you will be able to access resources to overcome this disadvantage. ACS offers short courses to update your skills and knowledge in important areas, including:

- Chromatography
- Spectroscopy
- Quality control
- Computers in chemistry
• Environmental chemistry
• Organic, polymer, and physical chemistry
• Biological, pharmaceutical, and medicinal chemistry
• Management and business.

These intensive courses, which vary from 2–5 days, are offered in major cities and selected universities, as well as in conjunction with ACS national meetings and some of the other large scientific meetings. The courses are conducted by carefully selected national and international recognized experts. Topics range from basic techniques to state-of-the-art advances in developing fields. Certificates of completion are provided at the conclusion of the course. For every 10 hours of continuing education, you earn a continuing education unit (CEU), which is most valuable to your professional development. ACS continuing education courses are also offered on the Internet—go to http://www.chemistry.org/shortcourses.

For details about ACS short courses, contact ACS Educational Services/Short Course Office at 800-227-5558 or 202-872-4508, by fax at 202-872-6336, or by e-mail at shortcourses@acs.org

Resources to Target and Research US Employers

You can use various approaches to target the US job market. It’s beneficial for every chemist to consider membership in professional societies to access services that help with these approaches. ACS offers numerous programs through our Department of Career Services, for example, to assist members in looking for work. The goal is to target organizations for your job search.

Professional Societies

Once you’ve identified potential employers, you can access various types of assistance through ACS or other professional societies. For instance, ACS members can have their résumés reviewed through the ACS Career Consultant Program.

ACS also maintains an electronic recruitment site where chemists can post résumés and employers can post jobs (NECH) during National meetings. To visit the site, go to http://chemistry.org and search for NECH.

Professional societies also offer employment services, including referral services or clearinghouses, held at several locations. ACS operates the NECH (National Employment Clearing House) at our semiannual national meetings. Pittcon and AIChE employment clearinghouses are among other major events available for chemists and chemical engineers to make contact with employers and access job opportunities.

Professional data banks and résumé referral services also give you exposure to employers. These services, available throughout the year, are based on matching a candidate to an employer’s needs.
Being active in a professional society will also lead to networking opportunities with other professionals in your field. Join an ACS division, present a paper or poster at a meeting, or volunteer to serve on a committee or task force. Any of these activities will make you and your abilities visible.

Networking

Networking enables you to learn about different aspects of the chemical industry and the types of positions available in various companies. It also helps you develop job search strategies, particularly for:

- Targeting specific companies
- Meeting different people to obtain information and ideas
- Obtaining introductions that can foster important job leads.

Keep your contacts informed with calls, notes, or emails mentioning your progress as a result of the contact and thanking them for helping you.

Just as you obtain assistance through networking, it's important to share effective job search techniques and other useful details with other members of your network. Make introductions and refer people to colleagues in your network whenever you have important leads that may interest another person.

Networking contacts can be made through various sources, such as:

- Current coworkers
- Former coworkers or supervisors
- Competitors
- Clients
- Consultants
- Relatives and neighbors
- Teachers
- Other commuters/car pool members
- Lawyers, accountants, doctors, and dentists
- Email sources and the Internet
- Groups of friends (sports, church, or hobby groups, for example).

Sometimes you’ll go through multiple levels of your network before you find a direct contact that meets your needs. In returning the favor or acknowledging the contact, keep all your networking levels informed about the progress you have made.
Involvement in professional societies at the local or national level can give you considerable exposure and networking contacts valuable to your job search and career development in the US. To get the most from this process, follow the tips below:

- Record every contact in a Rolodex or electronic file, including where the contact was made and details about each person.
- Be prepared to pass out your own personal business cards.
- Keep yourself informed of topics to help you open conversations with others. Discuss interests other than chemistry to help discover personal connections with your contacts.
- Be assertive in your networking, but always observe common courtesy and never be aggressive with others.
- Refine your communication skills—especially the good listening skills so important in successful networking.
- Pay attention to facial expressions and tone of voice, rephrasing what someone has said to clarify and avoid misunderstanding.
- Whenever possible, check information for accuracy and ask questions.
- Show interest in other people and remember to give back and contribute to your network.

Campus Recruiting

Campus recruiting provides opportunities to meet potential US employers. A campus interview/research seminar may be more formal than a site interview/technical presentation with the employer. Campus interviews are usually conducted by trained interviewers, while site interviews may be conducted by scientists and technical people.

At the meeting or interview, it’s important to show your interest in the company and a particular area of work, so do your research first. Enthusiasm and confidence are always important. Be prepared with specific examples from your education and lab experience that reflect your problem-solving skills, team compatibility, leadership qualities, organizational abilities, and motivation.

Classified Ads

Classified ads in US newspapers and professional journals provide information on job openings; they’re a good way of learning what opportunities are available in the job market. Direct mail lists usually include major companies but not always small companies, although small companies that are actively hiring may use classified advertising. The ACS weekly magazine, Chemical & Engineering News, is a good source of advertising by employers; others include Nature, New Scientist, and The Chronicle of Higher Education.
Recruiting Agencies

Don’t forget employment agencies and search firms for your US job search. Small companies without human resource departments often use these resources to find candidates. Be sure to check their credentials and use only reputable agencies/firms with proven track records.

Usually, the agency is retained for a fee by the employer. Be particularly cautious about recruiting agencies that require a fee from you.

Electronic Sources

Electronic media help you locate jobs through the Internet at any hour of the day or night. Not only can you search for positions, but also provide your résumé electronically.

Electronic posting isn’t the only way to get exposure. Some US employers continue to use traditional paper documents in hiring, although the electronic search is becoming very common. Numerous electronic sites are available for locating job openings.

Academic Positions

Academic positions in the US may include:

- Tenured and nontenured positions
- Adjunct, affiliate, or visiting appointments
- Professional research appointments with academic responsibilities
- Professional research positions without academic responsibilities
- Postdoctoral research associates
- Postdoctoral scholars
- Research associates.

The terms of employment for these different positions vary, so you’ll need to become familiar with the procedure followed by each academic institution.

In academic positions, a letter of appointment is issued when the position is temporary, with the term specified in the letter. A letter of hire confirms tenure-track employment and indicates terms, conditions, and expectations of an appointment as an initial document—pending a formal contract from the school’s governing body.

Nontenured positions are usually subject to availability of funds and can be terminated if funds are exhausted before the date of termination stated in a letter of appointment. If a nontenured position does continue to the end of the stated period, termination is automatic and usually without further notice. If renewal is
possible, you’ll receive notice before the termination date. A nontenured position has no protection or claim to reappointment; continuity is at the sole discretion of the academic institution. Nontenured service, which is generally not counted in tenure appointments, usually is evaluated each year.

Positions in support research are supervised; other research professional positions have minimal or no supervision. Certain positions require some academic instruction responsibilities.

Postdoctoral positions—either as postdoctoral research associates or postdoctoral scholars—are granted for variable periods, with associated duties determined by the university. This information is supplied to the appropriate embassy for visa processing. If you’re seeking an academic postdoc, start locating opportunities through your professors and other advisers who know your abilities. They might offer you access to other academic position networks, publications, and websites.

Postdocs are also available in industry, typically lasting for 1–2 years and often leading to offers of permanent positions.

Beware of accepting a series of short-term postdoctoral positions; a résumé showing this is likely to be perceived negatively by an industrial employer needing permanent staff. Regard a postdoc as an opportunity to learn additional skills and acquire new knowledge—a bridge to more permanent academic or industrial employment, not a stopgap because no other employment is available.

Government Positions

Foreign-born individuals who are naturalized citizens qualify for federal employment. You can access federal job information by phone, computer, or touch-screen kiosks located in cities throughout the US.

To obtain information through the Office of Personnel Management (OPM), contact USA Jobs at 478-757-3000 (TDD: 478-744-2299) or http://www.usajobs.opm.gov. This 24–hour service offers details on federal positions available worldwide, including salary, benefits, and recruitment as well as how to receive forms and other materials. The site includes a link to a résumé builder that lets you create and store an electronic résumé to apply online for government positions in multiple agencies and departments.

A résumé may be attached to all federal job applications, or use the OF-612 (Optional Application for Federal Employment). Some jobs may require a special format. In such cases, it will be indicated in the job announcement. If your federal job application does not use the OF-612, you must provide certain details. See the ACS Tips on Résumé Preparation for Chemical Professionals for details in Chapter 3.

Several books (and accompanying CDs in some cases) by Kathryn Kraemer Troutman also offer excellent guidance in applying for a federal government position (see the bibliography in Appendix A).
Site Visits and Social Interactions

The Technical Presentation (Industry)

A technical presentation will probably be part of a site interview, which usually follows an initial screening interview in order to explore your technical specialty and related skills in depth. Your presentation ability, as well as the technical content of your work will be evaluated.

The impression you make at a technical presentation is vital to your success in securing a job. Here are some useful tips:

- Obtain information in advance about decision makers in the audience and be prepared to answer their technical questions. Remember to listen attentively to their questions and respond fully and to the point.

- Review publications or videos on presentation and communication skills, available through your public library and other sources.

- Know the objectives of the company and its products so you can connect your skills to the employer’s needs.

- Try to focus on 3–5 topics, for 30–45 minutes, with time for a few questions from the audience.

- Practice paring down and refining your main points so the audience can comprehend them easily.

- Remember to highlight your accomplishments and how they apply to the organization.

- Record your practice sessions if you can; then listen to yourself. Take note of your timing. Ask friends or colleagues to act as the audience while you rehearse, and solicit their honest feedback.

- Prepare clear, uncluttered notes/outlines (for example if using an overhead projector) for your presentation, and know them well.

- Begin by introducing yourself—including your name, where you received your degree, and an overview of your presentation.

- Next, briefly describe your research, indicating the objectives, results, and method/s used.

- Deliver your presentation with enthusiasm, confidence, and professionalism.
Your site interview and technical presentation could be the final event before a hiring decision. Remember to ask for a time frame and follow up as necessary.

Research Seminar (Academic Institution)

At an academic interview, you will be required to present your proposed research based on a written proposal, including the time frame needed to complete the work and your sources for support. Your work should be original and pertinent to the institution, with high funding probability.

Your research seminar should take approximately 45 minutes summarizing current research projects, with the problem stated concisely. Be sure to describe background materials, techniques, conclusions, recommendations for future work, and types of support (including financial).

Never lose sight of the fact that your audience will include people who are very knowledgeable in your field.

Again, practice and timing are important. See the section above on technical presentations for tips that also apply to research seminars. It pays to invest time in preparing and perfecting your presentation.

The Art of Dining

A potential employer may invite you to lunch or dinner as part of the interview to observe your social skills.

Rules of social etiquette vary throughout the world; certain practices accepted in some countries may not be considered appropriate in the US. Social and dining etiquette is too broad a topic to explore here. See the bibliography in Appendix A for resources, which you can obtain through most libraries and book stores.

For more information, contact the Fletcher School Office of Career Services, Tufts University, at 617-627-3060 to ask about their Social and Business Etiquette in the US, or San Jose State University at www.careercenter.sjsu.edu to find their Job Search Tips for Business Etiquette.
When You Have a Job Offer

Negotiating a Salary

When considering your first position in the US, know what you can negotiate before accepting the terms and conditions offered. If you found the position through networking, you may already have some idea of the salary. For some entry-level and mid-level positions, employers may indicate a salary range in the job ad or during an interview. If the position was through a recruiter, they’ll have the salary information; or the employer may set a meeting to make the salary offer.

Factors that will affect your negotiating power:

- *Length of time the job has been available*—If the position has been open for a long time, that could be to your advantage.

- *Number of candidates*—If the number of candidates selected for interviews is unusually high, this indicates a plentiful supply. If the interviewer mentions only a few, you can assume your negotiating power is a little stronger.

- *Employer needs*—If they need to fill the position quickly, they will be more eager to offer a good deal to get the right candidate as soon as possible.

Your Salary Needs

ACS publishes an annual survey indicating salaries based on degree, geographic location, years of experience, and field; you can read the findings on our website (www.chemistry.org/careers). Check this information when considering an offer or before proceeding with your search. ACS also has a salary comparator on the site for assessing an offer against what other chemists with similar backgrounds typically earn. You can access this free, members-only service at http://center.acs.org/applications/acscomparator/page01.cfm.

Your salary expectations need to be reasonable from both the employer’s and your viewpoints. Establish a minimum salary that you will accept, a midpoint, and the highest figure you realistically can command for your qualifications and experience. But don’t disclose your minimum salary to an employer—it’s simply a guideline to use in evaluating an offer.

Remember that salary is not the only element in a compensation package; benefits are also an important component. A good benefits package costs the employer an additional 30% of gross salary. (See more on benefits on the following pages, under The Benefits Package.)
If you’re relocating, also evaluate cost-of-living considerations based on the city-by-city index put out by the American Chamber of Commerce Researchers Association. These figures are updated quarterly and reflect the cost of housing, transportation, healthcare, and other consumer needs.

For information on taxes, contact local governments. Some states have additional taxes on personal property, and high sales taxes will drive up your living costs. A new position offering lower cost of living and a modest salary increase may mean more disposable net income. (A move usually comes with some increase in gross income.)

The home-buying power based on your income in a new city may be drastically different from your present situation. If you own a home now, consider the real estate market and foreseeable resale gains/losses as well as sustaining another mortgage.

If a job offer is in the middle of or close to the amount of your annual salary review, take this into consideration as well, and find out when a raise would be effective. Also determine when the first salary review will take place in a new position.

Counteroffers
In some cultures, if an employee is valuable and sought by other companies, a counteroffer to keep that person is considered prestigious. However, you must be cautious in the US about what such offers mean.

If you decide to move to another position, a counteroffer may indicate the employer sees an advantage in keeping you for a specific purpose and/or for a certain time. There’s no guarantee you won’t be replaced—particularly in the chemical industry, where moves also must be discreet.

The Benefits Package
Ask for a written description of the benefits so you can assess a first offer or compare against your existing package.

Benefits that may be offered include:

- Health insurance
- Pension plan (with a variety of service and vesting requirements)
- Life insurance
- Disability coverage
- Vacation
- Sick leave

*Not all employers offer relocation assistance.*

Fringe benefits are not mandatory, so there are no entitlements.
• Relocation reimbursement (all expenses or partial lump sum)
• Employee Assistance Programs (EAPs—offer mental health/substance abuse counseling as well as advice on childcare, eldercare, legal issues, and financial concerns)
• Tuition reimbursement (complete or partial)
• Discounts for the organization’s goods and services
• Wellness and fitness programs and/or facilities
• Subsidized transportation
• Childcare center
• Credit union.

Social Security/Retirement
Retirement age for receiving Social Security benefits in the United States is 65 or over 65, depending on year of birth, although some plans offer an option to retire earlier, which affects the monthly benefit amount. Learn the details and evaluate your situation carefully.

If you’re not a naturalized citizen, check with an attorney about your retirement benefits before making plans to retire. If you have long years of service in the US as a green card holder before becoming a naturalized citizen, your Social Security benefits will be significantly reduced, even if you’ve been contributing through payroll taxes for a number of years prior to obtaining citizenship.

In addition to pensions, some employers offer various before-tax and after-tax savings plans, and some match your contribution up to a certain percent of pay. These plans are useful for retirement, but eligibility requirements may stipulate a number of months or years.

Inquire about all these plans when discussing benefits with a potential employer.

Evaluating Your Job Offer According to US Standards
Making job offer decisions is a challenge, as we’ve described above, and you’ll need to evaluate a job according to US standards. Here are some helpful tips for this analysis:

• Don’t be confused with a direct conversion of your earnings in another country to a US salary based on the foreign exchange rate.
• Realize the US has strict guidelines for minimum wages and fair pay for qualified personnel.
• Acknowledge that the cost of living here may differ from that in your home country.

• Be aware that your work experience in another country may not correlate exactly to the same level in the US. A potential employer may not fully recognize all your years of experience, although some consideration will be given.

• Take into account your immediate and future financial needs in terms of housing costs, transportation, living expenses, and other basics to maintain the quality of life according to your expectations.

• Consider location—throughout the US there are vast geographic differences in the cost of living. Factors to examine include property, sales, and state income taxes, commuting time, as well as cost/availability of education, health, and general services.

• Understand the benefits package, as described in the section above, paying special attention to health insurance and pension along with other areas important to you and your family.

• Get all job offer terms and conditions in writing, along with policies and procedures. Never assume a verbal agreement is binding.

• Clarify ownership of inventions and research—an employer has a right to the title work done as part of regular job duties within the employer’s facilities.

• Retain a labor attorney to examine your contract.

A note on health insurance:

Unlike some countries that offer national health programs to individuals and families, in the US healthcare coverage depends largely on the employer’s benefits for employees. Some offer rich, generous programs; others require higher cost sharing by employees; some don’t cover dependents unless you pay extra premiums. Also, although many employers’ health coverages include medical plus dental, hearing, and vision care, don’t assume this—check carefully.
Adapting to a New Work Environment

Planning for Career Success

Once you find employment, you’ll want to focus on planning for career success. Even if you’ve been a US resident for many years, you may be unfamiliar with some aspects of planning your long-term career; if you’re a new immigrant, the challenges will be even greater. Because US employees typically change jobs/employers several times in a career, and companies don’t expect a lifetime of service, you must keep yourself marketable. This is particularly important in today’s tight job market.

Career success in the US depends on you—you need to take charge. An employer won’t always recognize hard work with a raise or promotion, even if you’re a valued and hard-working employee. Circumstances beyond your employer’s control also may impede your career progress, such as mergers, restructuring, and other corporate upheavals.

Therefore, you can’t afford to become so comfortable that you sit back and wait for promotions or new job offers to come to you. Be assertive and learn to manage your own career by:

• Going beyond the technical qualifications and responsibilities for your position
• Being reliable and dependable
• Showing respect and integrity in all activities
• Building long-term professional relationships at all levels throughout your career
• Continuing to refine your interpersonal as well as communication skills (spoken, including public speaking, and written, including articles for publication)
• Giving credit to others when it’s due
• Looking for opportunities outside your work and daily routine to enhance your professional skills, such as involvement in professional and service organizations
• Taking time to become known and visible
• Volunteering time for special projects to enhance your exposure and experience
• Keeping your technical skills current by knowing developments in your field, for example emerging technology and innovations

• Adding to your skill base by learning new areas, venturing into associated areas, and exploring other scientific disciplines

• Looking for opportunities to cross train in your workplace—there’s no substitute for hands-on training and experience

• Being flexible in all areas of your job to handle changes, unexpected situations, and challenges

• Cultivating an ability to work in diverse teams with a mix of people of different ability and skill levels

• Maintaining and contributing to your professional network.

Taking control of your career with these activities will reward you in the long run.
Bibliography


ACS Department of Career Services

The American Chemical Society Department of Career Services exists to enhance the economic and professional status of chemical professionals by providing:

- Career assistance
- Contact with employers
- Information about employment data, trends, and issues
- Salary Comparator

Programs and services are offered in 6 categories (see details below):

- Employment services
- Personalized career assistance
- Workshops and presentations
- Workforce analysis
- Local Section Career Program
- Career-related publications

**Employment Services**

- *C&EN* (Chemical & Engineering News) classifieds and careers online (http://cen-chemjobs.org)
- NECH (National Employment Clearing House)
- RECH (Regional Employment Clearing House)

**Personalized Career Assistance**

- Career Consultant Program
- Mock interview sessions
- Résumé reviews

**Workshops and Presentations**

- Career management
- Effective job searching
- Employment outlook
- Recruiters panel
Workforce Analysis

• Annual salary surveys
• Millennium Series
• Special studies

Local Section Career Program

Contact Karen Dyson, DCS, at 800-227-5558, ext. 4432 or email her at k_dyson@acs.org.

Career-Related Publications

• Academic Professional Guidelines
• Careers for Chemists—A World Outside the Lab
• Career Transitions for Chemists
• The Chemist's Code of Conduct
• Coping With Job Loss
• Early Careers of Chemists
• Employment Guide for Foreign-Born Chemical Professionals
• Interviewing Skills for Chemical Professionals
• Job–Search Strategies for Chemical Professionals
• Lifetimes in Chemistry
• Professional Employment Guidelines
• Resources for Career Management
• Résumé Preparation—Tips for Chemical Professionals
• What a BS/BA Chemist Should Consider Before Accepting an Industrial Position
• What a Chemist Should Consider Before Accepting a Government Position
• What a Chemist Should Consider Before Becoming a Consultant
• What a MS/MA Chemist Should Consider Before Accepting an Industrial Position
• What a PhD Chemist Should Consider Before Accepting an Academic Position
• What a PhD Chemist Should Consider Before Accepting an Industrial Position

• Women Chemists

These services are available to all ACS members—full members, national and student affiliates. For more information, contact:

American Chemical Society
Department of Career Services
1155 Sixteenth Street, NW
Washington DC 20036
800-227-5558 ext. 4432
http://chemistry.org/careers
career@acs.org
Suggested Reading

Resources for Job Searching


Resources for Self-Assessment/Decision Making


Covey, Stephen R. The 7 Habits of Highly Effective People; Simon & Schuster Trade: Bethlehem PA, 1990.


Resources for Interviewing


Resources for International Employment


Resources and Services

Credential Evaluation Companies for Approval by the BCIS or for Employment

The following agencies will, for a fee, evaluate the curriculum of an educational institution abroad to determine a US equivalent. (ACS is not responsible for the service provided by these companies; they are listed as examples only.)

Education Credential Evaluators, Inc.
PO Box 514070
Milwaukee WI 53203-3470
Phone: 414-289-3400
http://www.ece.org

International Consultants of Delaware, Inc.
625 Barksdale Professional Center, Suite 109
Newark DE 19711
Phone: 302-737-8715
http://www.icdel.com

International Education Research Foundation
Credentials and Evaluation Service, Inc.
PO Box 3665
Culver City CA 90231
Phone: 310-390-6276
http://www.ierf.org

The Knowledge Company
13022 Monroe Manor Drive, 1st floor
Herndon VA 20171
http://www.knowledgecompany.com

World Education Service, Inc.
PO Box 745, Old Chelsea Station
New York NY 10113-0745
Phone: 212-966-6311

Directories to Research Companies

One of the first steps in an employment search is to become familiar with companies that employ chemists. Numerous directories that supply this information are available in most libraries. Some directories are listed below with publisher and contact information (where available). In addition, see the “ACS Employment Outlook” published in our Chemical & Engineering News every October.
Resources for Career Management, along with valuable information on career publications and online job searching, is also available from the ACS Department of Career Services.

- **American Consulting Engineers Council Membership Directory** (ACEC, 1015 15th Street, NW, Suite 802, Washington DC 20005). Members of this council are consulting engineers who run their own businesses.

- **The Guide to America’s Federal Jobs** (JIST Works, Inc., 8902 Otis Avenue, Indianapolis IN 46216-1033). A comprehensive guide to more than 300,000 new job openings each year in the federal government.

- **Best’s Insurance Reports** (Best Company, Ambest Road, Oldwick NJ 08858). Gives in-depth analyses, operating statistics, and financial data on more than 1300 major stock and mutual property-casualty insurance companies.

- Chamber of Commerce Directories. Many chambers publish directories geographically restricted to the areas they serve.

- **Chemical Abstracts Service Author Index** (American Chemical Society; call 800-753-4227 or 614-447-3600 for more information). Lists names of companies and their patents to indicate current research interests and/or future direction.

- **Chemical & Engineering News** (American Chemical Society; call 800-227-5558 for more information). Lists a variety of science-related publishers and publications.

- **College Placement Annual Lists of Companies**. Describes specialty areas and degree level; available only through college/university placement centers.

- **Directory of American Research & Technology** (R. R. Bowker, a division of Reed Elsevier, New Providence NJ). Lists 13,000 US and Canadian facilities found in corporations, universities, and independent labs active in commercial or applied research.

- **Directory of Chemical Producers** (S.R.I. International, 333 Ravenswood Avenue, Menlo Park CA 94025). Lists commercial chemical producers, including products and plant locations.

- **Directory of Directories** (Gale Research, Inc., 835 Penobscot Building, Detroit MI 48226-4094). A guide to more than 10,000 business and industrial directories, professional and scientific rosters, directories, and databases.

- **Directory of Executive Recruiters, 2002** (Kennedy Information, One Phoenix Mill Lane, 5th floor, Peterborough NH 03458). Lists major recruiters by company specialty.

• Individual Companies. On request, companies will provide annual reports or prospective stockholder information.

• *Job Hunter's Source Book* (Gale Research, Inc., 835 Penobscot Building, Detroit MI 48226-4094). Provides profiles of professions and occupations as well as information about companies.


• *National Directory of Nonprofit Organizations, 2002* (The Taft Group, 12300 Twinbrook Parkway, Suite 450, Rockville MD 20852). Lists more than 167,000 nonprofits in the United States with reported annual income of more than $100,000.


• *Reference Book of Corporate Managements* (Dun & Bradstreet, Inc., One Diamond Hill Road, Murray Hill NJ 07974-1218). Lists directors and selected officers of 24,000 companies with annual sales of $10 million or more and/or 1000 or more employees.

• *Research Centers Directory* (Gale Research, Inc., 835 Penobscot Building, Detroit MI 48226-4094). A guide to more than 12,000 university-related and other nonprofit research organizations established on a permanent basis and carrying on continuing research programs.

• *Standard & Poor's Register of Corporations, Directors and Executives* (Standard & Poor's, 25 Broadway, New York NY 10004). A 3-volume guide to the business community providing information on US public companies.


• *Value Line Investment Survey* (Arnold Bernhard & Company, Inc.). Provides financial data on 1700 domestic and foreign companies.
Resources for Seeking International Employment

Career Systems International
PO Box 15788, Dept 1P-96/32
Philadelphia PA 19103

International Career Information, Inc.
(specialists in recruiting bilingual staff for multinational companies in Japan and other parts of Asia)
Jersey City NJ 07310
Phone: 800-859-8535 (toll free from US)
Email: editor@intcareer.com

International Employment Gazette
Phone: 864-235-4444
Fax: 864-235-3369
intljobs@aol.com

International Employment Opportunities (weekly publication)
The Carlyle Corporation
1088 Middle River Road
Stanardsville VA 22973
Phone: 434-985-6444
Fax: 434-985-6828

US Department of Defense Dependent Schools
Recruitment and Assignments Section
4040 N. Fairfax Drive
Arlington VA 22203
Phone: 703-696-3067

Peterson’s Job Opportunities for Engineering and Computer Science Graduates
Peterson’s Guides
Princeton Pike Corporate Center
2000 Lenox Drive, 3rd Floor
Laurenceville NJ 08648
609-896-1800

Résumé Broadcast International
Phone: 913-383-8261
Fax: 913-383-8028
Email: 102767.1412@compuserv.com
Resources for Continuing Education

American Management Association Extension Institute
PO Box 1026
Saranac Lake NY 12983-9957
Phone: 800-262-9699
Fax: 518-891-0368

CareerTrack Publications
(Fresh Ideas—New Insights—Practical Skills catalog)
3085 Center Green Drive
PO Box 18778
Boulder CO 80308-1778
Phone: 800-334-6780

National Seminars Group
PO Box 419107
Kansas City MO 64141-6107
Phone: 800-258-7246
Electronic Career Resources

Employment Guides on the Web

- Catapult/NACE (site of the National Association of Colleges and Employers, formerly the College Placement Council), http://www.jobweb.org/catapult/catapult.htm
- Job Star Central, http://jobstar.org
- Monster Trak, http://campus.monster.com

Online Job Listings

- Academe This Week (from the Chronicle of Higher Education), http://chronicle.com
- America's Job Bank, http://www.ajb.dni.us
- Career Builder, http://www.careerbuilder.com
- Career Site, http://www.careersite.com
- Job Options, http://ww1.joboptions.com
- Internet Career Connection, http://iccweb.com
- Monster, http://www.monster.com
Résumé Posting and Database Recruiting Sites

Career Site, http://www.careersite.com
Monster, http://www.monster.com

Researching Companies and Academic Institutions Online

Hoover’s Online, http://www.hoovers.com
http://www.mit.edu:8001/people/cdemello/univ.html
http://www.thomasregister.com

Sites for Researching Geographic Information

Online Chambers of Commerce, http://online-chamber.org

Science- or Chemistry-Specific Electronic Job Listings

ACS Career Services, http://www.chemistry.org/careers
C&EN Chemjobs: http://cen-chemjobs.org
Science a Go Go, http://www.scienceagogo.com
Science Magazine, American Association for the Advancement of Science (AAAS), http://science-mag.aaas.org
Chemical Engineering Opportunities, http://www.sts-aiche.org

Sites for Federal Employment Opportunities

http://www.jobsfed.com
http://www.usajobs.opm.gov
http://www.fedworld.gov/jobs/jobsearch.html
International Employment Listings on the Web

American Association for the Advancement of Science’s Science magazine, http://recruit.sciencemag.org

Inter Career Web, http://www.intercareer.com

Other International Employment-Related Sites

Biotechnology Companies (in the United States and abroad),
http://www.hum-molgen.delcgi-bin/companies.pl?search

Your Gateway to Opportunities Worldwide
(Asia, Australia, Canada, Japan, UK, Hong Kong, France, Spain),
http://www.careerasia.com/careermatch.html
(personalized career-matching service)