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We will start momentarily at 2pm ET



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## Best of ACS Webinars Classics



### Knowing Your Worth: Strategies to Negotiate for a Higher Salary or Pay for Chemical Professionals

Meredith Dow, Partner at Proven Inc.  
[www.acswebinars.org/dow](http://www.acswebinars.org/dow)



### Propel Your Career – Networking Tips and Strategies for Success

Cheryl Martin, Executive in Residence with Kleiner, Perkins, Caufield and Byers.  
[www.acswebinars.org/martin](http://www.acswebinars.org/martin)

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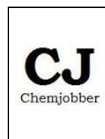
## ACS WEBINARS™ January 11, 2011



### “How to Find Jobs in Small Companies”



John  
Borchardt



Chemjobber,  
Moderator


Please submit your questions for the speaker via the Questions Panel in GoToWebinar

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# How to Find Jobs in Small Chemical Companies

John K. Borchardt

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Why look for jobs in small companies?



ACS staff report to ACS Committee on Economic & Professional Affairs:

Most new jobs seem to be in:

- small companies
- government
- biotech and drug manufacturing organizations not actively involved in mergers and acquisitions.

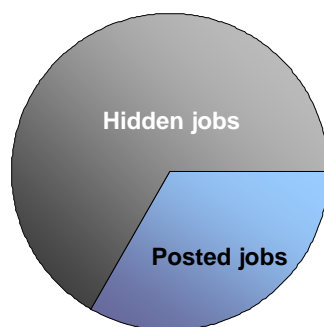
U.S. Department of Labor reports: employment increasing as small & mid-size firms, flat at large companies

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## Not All Job Openings Are Advertised



Hidden jobs – about two-thirds of all job openings



## Direct Comparison of Small & Large Companies as Related to Employment



LARGE COMPANIES	SMALL COMPANIES
Well Known	Not Well Known
Many Products	Limited Products
Household Names	Often Specialized
Widely Circulated Stock Analyses and Reports	Private; No External Analyses or Reports
Jobs Advertised Nationally	Jobs Advertised Locally (no human resources and no unified marketing of jobs)
Campus Recruiting	No Campus Recruiting
Professors Hired as Consultants and Advisors	Employ Few if Any Consultants and Advisors

## Some Common Characteristics of Small Companies



- Limited financial resources
- Need for sustained positive cash flow
  - Difficult to get credit – specially now
- Flexible response to personal wants and needs “so long as the job gets done”.
  - Sometimes incentives & benefits can be negotiated
- Limited internal scientific resources
  - Network to access resources, knowledge

## Evolution of Small Companies, Start-ups



### Some Small Companies:

- grow rapidly (biotech)
- remain in a “steady state”
- are acquired by a large firm (common fate for academic start-ups)
- go out of business

### Large companies increasingly:

- are acquired by each other (recently in pharma, chemical, oil industries)
- are restructured resulting in sale of product lines, their lab support functions, production plants, sales & marketing

## Returning to the Central Problem



How do we identify small companies that would be good employers for us given our:

- skills and knowledge
- interests
- level of experience
- geographic restrictions (if any)
- other factors

## Members of Your Personal Network



- Your research advisor, faculty advisor, other professors close to you
- Your fellow students
- Former members of your research group who have gone to work in industry
- Personal friends and colleagues, relatives
- People you've met at conferences
  - ACS national meetings, regional meetings, local section meetings
  - People met at other professional society meetings

## Members of Your Personal Network



- ACS local section officers, division officers
  - Check out the websites of these groups
- Instrument company sales and service people
- Professors in your (and your professors') fields of interest
- People consulting for your former employer
- Librarians

## Networking at ACS Meetings



- Poster sessions
- Social events
- Technical sessions
- Expo
- Hotel lobbies
- Shuttle buses
- Airport departure lounges



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### Useful Information that may be Available to Members of your Network



- Specific names of companies
- Where the companies are located
- Technology areas companies are engaged in
- Which companies are successful
- Which are failing
- Upcoming vacancies
- Upcoming cutbacks
- Opinions about owners and managers

### Finding Small Companies Internet Resources



- Search engines
- ACS website – [acs.org/careers](http://acs.org/careers)
  - Surveys
  - Careers Blog
  - Career webinars
  - Personal career consulting
- ACS Career Fair
- On the Internet: company brochures, technical bulletins, annual reports, safety manuals, MSDS sheets, industry directories of companies, search engines



## Finding Small Companies Other Resources



- ACS Career Fair
- Chemical and pharmaceutical industry trade magazines. These include:
  - C&EN
  - Chemical Week
- Phone company Yellow Pages, Donnelly Directory
- Better Business Bureau
- Chamber of Commerce
- Library and librarians
- State agencies e.g., Consumer Affairs, Environmental, etc.

## Finding Jobs



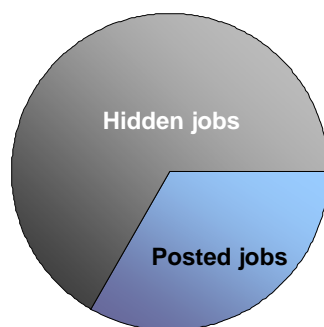
### Two Types of Job Openings

- Posted –Direct and Indirect
- Not Posted (often called “Hidden”)

## Not All Job Openings Are Advertised



Hidden jobs – about two-thirds of all job openings



## Direct Job Postings



- **Internet Job Boards**
  - Monster.com
  - HotJobs.com
  - ScienceJobs.com
- **Employer Websites**
- **Local and National Newspapers**
- **Trade Magazines, some technical journals**
  - C&EN, Chemical Week
  - Trade journals of various industries employing large numbers of chemists
    - Chemical
    - Pharmaceutical
    - Oil
    - Etc.

## Why are there Hidden Jobs? (Jobs not Posted)



- Priorities in hiring – A job is there but other jobs need to be filled first
- Time constraints prevent spending time to develop a job description or to place an advertisement
- A change in business conditions leading to restricted hiring
  - Sudden project and budget approvals
  - A chemist in a key job is promoted, transferred or quits
- Company can afford only local, not national, advertising of job openings
- To avoid being deluged with applicants, company uses a recruiter

## Finding Advertised Job Ads



### Establish a daily, weekly monthly routine

- Scan selected newspapers and trade magazines
- Scan selected Internet sites
  - Job boards
  - Employer web sites
  - Online newspaper, trade magazine sites
- Use Internet search engines
- Make routine contact with members of your professional network

## Finding Hidden Job Openings



- Call temp agencies (look up on the Internet)
  - Call recruiters (look up on Internet)
  - Call members of your professional network
  - Be proactive, take notes
- 
- Visit Employment Clearing Houses & Job Fairs
  - Visit trade show exhibitors' booths. Ask for who to contact or send résumé
  - Contact recruiters (head hunters)

## Finding Hidden Job Openings



After identifying a small company as a candidate employer, determine if there is a hidden job opening there by:

- Checking the company website
- Networking
- Cold calling the company

## The Small Company On-site Employment Interview



- Much the same as on-site interviews at large companies
  - May have a preliminary screening interview conducted by telephone
  - On-site interview will probably take most of the day.
    - Meet with your potential manager and coworkers plus higher level people and an HR person
    - May have to present a seminar

## Evaluating the Job Offer



### During the interview:

- Determine EXACTLY what the job will be, its limits, challenges and opportunities.
- Know the **salary** and **benefits** you “must have” and negotiate accordingly
- Estimate your value to the company
- Determine who you will report to - Ease/Difficulty of communication?

## Evaluating the Job Offer



- Know why this job is available. (Ask during your interview)
- Establish whether you will benefit professionally by going there regardless of the company success or failure. Will you acquire marketable new skills and capabilities?
- Find out if the work atmosphere is acceptable to you, i.e. will you want to work there.
  - Do they support workshops and meetings?
  - Do they support continuing education?

## Evaluating the Employer



- What type of company did you talk to?
- What is the nature of the company's funding? How does that impact you?
- What are the company's products? Do you like the line(s) that they are in? Will you be able to contribute?

## Evaluating the Employer



- Rating and Credentials via Dun and Bradstreet.
- Website: How do they present themselves?
- Outside Assessment, e.g. by Better Business Bureau. Any negatives? Do they always make “payday”?
- Quality of publications, advertisements, brochures, and bulletin boards. Do they meet your professional standards?
- Quality of Products? Would you buy them?
- If you can, talk to current employees – see how proud they are of working there.

## Evaluating the Employer



- Current Customers - major and local
- Current Competitors - Does the company's continued success require “discovery” R&D, or just good, solid engineering and sales?
- Company Owners – family, employees, shareholders, venture capitalists, banks?

## Why Reject a Company's Job Offer



- **Reject if:**
  - your values significantly differ from the company values
  - you cannot contribute significantly with your skills.
  - **Salary** and **benefits** remain unacceptable to you even after discussion and negotiation.
  - you see only one person at the interview

## Additional Reading, Resources



- **Book – “Career Management for Scientists and Engineers”**
  - [http://www.amazon.com/Career-Management-Scientists-Engineers-Borchardt/dp/0841235252/ref=sr\\_1\\_fkmr1\\_3?ie=UTF8&qid=1294430911&sr=1-3-fkmr1](http://www.amazon.com/Career-Management-Scientists-Engineers-Borchardt/dp/0841235252/ref=sr_1_fkmr1_3?ie=UTF8&qid=1294430911&sr=1-3-fkmr1)
  - <http://search.barnesandnoble.com/Career-Management-for-Scientists-and-Engineers/John-K-Borchardt/e/9780841235250/?itm=1&USRI=%22john+k.+borchart%22>
  - <http://www.oup.com/us/catalog/general/subject/Chemistry/?view=usa&ci=9780841235250>

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Thank you for your attention!

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*For more information:*

[www.acs.org/careers](http://www.acs.org/careers)

Or call 800-227-5558

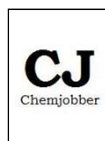
## Q&A SESSION



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Where Chemists Connect

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## Upcoming Webinars

[www.acswebinars.org/events](http://www.acswebinars.org/events)



 Thursday, January 13, 2011  
**Persuasion: A Crash Course for Scientists and Chemical Professionals**  
Lou Hampton, President, The Hampton Group, Inc.

 Thursday, January 20, 2011  
**Financial Planning for Scientific Professionals – Strategies for the New Year**  
Ted Sarenski, CPA/PFS, CFP, Blue Ocean Strategic Capital.

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