How to Get Hired at an SFMade Electronics or Advanced Manufacturer

You can get a job at an SFMade Advanced Manufacturer!
The ***How to Get Hired at an SFMade Company*** flyer can help you get a job in pretty much any sector, but here are some specific things to remember when applying for a job at an electronics or advanced manufacturer.

Land an Interview:

Send a portfolio:

This can be pictures of things you've built or repaired. Be careful of confidentiality issues and only show work you're allowed to share.

Questions that you may get asked about your portfolio:
- How long did it take you to build/repair it?
- If you didn't make the entire project—what portion did you do?
- What kinds of problems did you encounter and solve while building/repairing it?

Remember that production is different than art and hobbies. Make sure you show something that you were able to do/build somewhat efficiently—if it took 50 hours it might show great craftmanship. Be confident about what you've built/fixed!

Before the Interview:

Advanced Manufacturers value the following qualities in employees.

Think about your past jobs and experiences and think of examples of how you demonstrate these qualities:

- **Design Oriented:** Do you think about how things look (the aesthetic) and how they're used (the practical)? ***TIP:*** Think of an example of a well designed product that is beautiful and easy to use.
- **Mechanical Aptitude:** Can you read a ruler? Are you good at building things with your hands? ***TIP:*** Think about your past jobs or projects you worked on: can you understand and describe the tools and processes that were used?
- **Process Oriented:** Can you follow directions carefully? Are you patient? Can you do a repetitive task and be consistent every time? ***TIP:*** Accuracy is more important than speed (at first). You cannot cut corners. If you see something wrong in the process or a way it could be improved, say something.

- **Detail Oriented:** Do you always double check your work? Do you follow instructions step by step in the order they are given? ***TIP:*** Don't move on the next step until you're confident the first one is completed correctly.
- **Documentation Oriented:** Can you follow directions exactly as given? Do you document every step you complete? ***TIP:*** It's important to write down the steps you follow, not just keep them in your mind.
- **Reliable and Flexible:** Do you show enthusiasm and evidence that you'll show up, are willing to learn new things, and are willing to change as the production schedule evolves?

During the Interview:

- Don't wear a suit—business casual is fine. Go for neat and clean, not fancy.
- No long nails, big jewelry, or open-toed shoes. If you have long hair, tie it back.
- Ask questions about the process and the documentation—you can even ask to see written materials.
- Stay open to learning technical skills beyond what you may have learned in the classroom. You may have learned how to solder but you may not know how your new employer will want it done in their product.
- Be prepared to be asked to do a simple **skills test,** for example putting a part together, following directions—they're not looking for perfection but rather the important traits of following the directions and paying attention to the details.
- Don't touch equipment unless invited to, especially if it looks electronic. It's possible to damage the machine.

DEFINITIONS

Tolerances – How much variation is allowed in a measurement—determined by the design. For example + or – one thousandth of an inch.

SOP – Standard Operating Procedures or "work/assembly instructions."

IQC – Incoming Quality Control. Looking over individual parts or materials for defects before assembly.

QA – Quality Assurance or final product testing/inspection.

Thousandth (thou)—One thousandth of an inch.

CNC Machine – A milling machine or lathe that is computer controlled and cuts/carves material.

3D Printer – A computer controlled machine that builds an object out of layers of plastics or ceramics.

Soldering – Attaching a electronic part to a circuit board by melting conductive parts together.

G Code – The computer language that controls CNC machines, 3D printers, and other digital tools.

CAD – Computer Aided Design, digital design programs including Solidworks, Inventor, Rhino, and many more.

CAM – Computer Aided Machining, a computer program that translates CAD files into G Code for machines, programs include Mach3, MasterCAM, Delcam, and many more.

If you start as an assembler, you could advance to:

- **Fabricator**
- **Tester**
- **Quality Control Inspector**
- **Machine Operator**

To find SFMade job opportunities visit the job board at: **www.sfmade.org**

You can apply for the jobs at the website. If you're working with an organization, be sure to put their name and the name of the person you're working with in the "Who referred you to the SFMade Job Board?" field.