



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 craftsmanship. 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.



How to Get Hired at an SFMAde Company



SFMAde manufacturers are homegrown and local—
and they're looking for local talent.

They care about what they do—
they're here because they love the city and
the products they make.

Most SFMAde companies were started recently—
getting a job at a growing company could give you
the opportunity to learn new skills and advance in a
manufacturing career.

YOU CAN GET A JOB AT AN SFMADE COMPANY! HERE'S HOW:

Land an
Interview:

1 Read the job description carefully and take your time to make sure you follow all instructions:

To make sure you stand out, **ask yourself the following questions before hitting "send"**:

- Do they want a cover letter? Do they give specific instructions on how to apply?
- Do they want something included besides a resume, like references?
- Do they ask you to format your resume or cover letter in a special way?

2 Change your resume to fit the job description:

- **Highlight your experience that relates** to the job requirements—bold it or put it at the top.
- **Echo the job description** in your resume—use the same words to show that you're a great fit for the job.
- **Include all relevant experience**, even if it was informal or a long time ago. For example, if the job is for a furniture manufacturer you might want to include that you've helped your uncle to reupholster a sofa.

3 Show your resume to someone else:

- **Only someone else's eyes will catch mistakes and typos** that you've missed.
- If you started with a resume template, watch out for pre-populated sections and **make sure that everything on the resume is true specifically for you.**



Before the Interview:

1 Do some research:

- Google the company and **read their website thoroughly**.
- **Be ready to explain in your own words:** what the company does, how they do it, and why they do it. What makes them unique and special? Since they care about what they do, they'll be happy that you put in the effort to understand.

2 Come up with questions:

- **Prepare 2-3 questions to ask at the end of the interview**—not about the job itself but about the company and the bigger picture. For example, asking “What is the biggest challenge your company faces?” shows you're interested in the success of the company and ready to contribute to it.

3 Be ready to talk about gaps in your resume:

- **Whatever the reason you have gaps between jobs, be prepared with an explanation** that emphasizes how you used your time and developed your skills. Whether you were a volunteer, are re-entering with new skills or experience, or ran a small side business while job searching —relevant experience, official or not, matters.
- **Keep it positive** and focus on how you are always working on your personal development.

During the Interview:

1 Get yourself excited about the product:

- **Try to connect to the product they make on a personal level.** Maybe tell a story about your life that relates to the product.
- Even if you weren't super interested in their product before you found out about this job opening **it's the enthusiasm that matters most!**

2 Be ready to talk about your (transferrable) skills:

- SFMade employers are unique—**they don't expect you to have worked at a business exactly like theirs before.** If you worked in another country your skills transfer too!
- Explain why **your skills and experience from past jobs (and life in general) will make you good at this job.** Try to be specific.
- **Some skills transfer from one job to another,** even when the work itself is different. For example the skill of scheduling patient appointments in a doctor's office—speaking on the phone, completing accurate data entry, managing multiple tasks—could transfer to a Shipping and Receiving position.

3 Connect to the production process:

- All SFMade companies make something—so show your interviewer that you're interested in **how their product gets manufactured.**
- If you have any hobbies that involve making or fixing things, let them know—it can be fixing a car or baking cakes—in general **anything hands-on will be impressive.**

4 Don't bad-mouth your previous employer:

- No interviewer wants to imagine you doing the same after you leave their company.

After the Interview:

Follow-up with a Thank You:

- At a minimum, you should **send a short email thanking the employer** for the opportunity to meet them and learn more about their company. If you really want the position, let them know.
- If you want to set yourself apart **send a physical thank you card in the mail** with a stamp and envelope—hardly anyone does that anymore and since SFMade companies make physical things they will appreciate it even more.