
INDEX

- Active listening, 314
- Asking for a promotion, 299
- Asking for a raise, 289, 290
 - rejection scenario, 293
 - underpaid, 290
- A team, 254
- Attention deficit disorder (ADD), 329

- Backup plans, 406
- Bandwidth, 329
- Best places to find jobs, 428
- Big Brother, 345–348
- Big picture style, 196–197
- Blackberry, 347
- Body language, 313, 469
- Brown bags, 500
- Build readiness review (BRR), 230
- Bull in a china shop, 212

- Career
 - actions, 25, 32
 - advance ideas, 263
 - assessments, 14
 - career cube, 60
 - change options, 63
 - change risks, 64
 - discussions, 76
 - danger signs, 13
 - developing career plans, 16
 - goals, 23, 25
 - multiyear plans, 21
 - options matrix, 55
 - paths, 143
 - planning process, 8
 - plateau, 107
 - purpose of career planning, 11–13
- Career barriers, 157
 - advanced degrees, 157
 - department charter, 160
 - overstaffing, 159
 - technical background, 158
- Changing supervisors, 37
- Cheat sheet, 182
- College alumni, 429
- Company calendar, 351
- Company size and affect on career
 - small companies, 135
 - large corporations, 139
- Computer-aided design (CAD), 241
- Computer-aided manufacturing (CAM)
241
- Configuration control board (CCB), 229
- Consulting business, 553
 - bidding jobs, 566
 - business plan, 555
 - elements of, 556
 - competition, 559
 - consulting fee, what to charge,
565
 - contracts, legal, 566
 - firms, 554
 - full-time, 553
 - getting paid, 567–568
 - home office, 561
 - marketing and sales plan, 561
 - networks, 554
 - part-time, 553

- Consulting business (*Continued*)
 - risks, 557
 - setting up an office, 561–562
 - statement of work, 566–567
 - types of, 558
- Consulting engineers, 545
 - characteristics of, 545
 - professional certification, 548
 - pros and cons, 546
 - skills required, 546
- Consulting network, 554
- Contact notebook, 432
- Control of your career, 3
 - share of responsibility, 5
- Corporate ladder, 143
- Cost cutting, 264
- Cover letters, 449
 - examples, 452
 - format, 451
- Critical design review, 227
- Criticism, 177
- Daily routine, 338
- Dead-end jobs, 103
- Definition of being unsuccessful, 203
- Design notebook, 225
- Diversity, 377
- Drawing package, 228
- Dress for success, 537
- Education, further
 - questions to ask, 497
 - reason for, 496
 - types of, 499
- Effective communication, 363
- Engineering fellows, 145
- Engineering societies, 357
- Engineer ladder, 143
- Engineer's career skills, 29
- Fast tracking, 534
- Financial management, 519
 - advisors, 525
 - basic steps, 520
 - cash flow, 521
 - estate planning, 528
 - insurance, 520
 - investing, 525
 - taxes, 526
- Forever loyal to one department, 42
- Formal criteria, 174
- Functional matrix organizations, 167
- Generating career advancing ideas, 263
- Giga-improvement, 538
- Going to competitors for promotions, 72
- Grade level performance guidelines, 180
- Half-life, knowledge, 513
- Handling criticism, 177
- Handling interviewing questions, 464
- Handling negative feedback, 177
- High talent list, 55
- Hot companies and products, 48
- Hot industries and technology, 34
- Ice breakers, 313
- IEEE Consultants Network, 555
- Inflexibility, 208
- Informal criteria, 191
 - dangers and benefits, 191
 - details or big picture, 196
 - dress style, 193
 - office appearance style, 194
 - only one solution style, 192
 - people person style, 197
 - procrastinator or planner, 198
 - verbal or graphic style, 195
- Internet image, 345
- Internet job searching, 431
- Interviewing, 461
 - active listening, 314
 - attitude, 419
 - body language, 469
 - controlling the flow, 466
 - earn \$1000 a day, 419
 - handling difficult questions, 465
 - handling rejection, 418
 - how to impress, 467
 - overcoming the nos, 418
 - telephone, 471
 - theme statements, 462
 - time control, 463
 - tone of voice, 470
 - types of interviews, 469
- Job ads, 388, 441
- Job fairs, 429

- Job opening system (JOS), 387
- Job performance review process, 174
 - handling negative feedback, 177
- Job placement centers, 429
- Job search
 - best places, 428
 - contact notebook, 432
 - fairs, 429
 - internet, 431
 - process, 415
- Know it all, 369
- Knowledge half-life, 513
- Laid off, 408
- Leaving for promotion, 71
- Leaving on a good note, 417, 480
- Leveraging research group, 47
- Life
 - balance, 26
 - life long learning, 513
 - things to help, 515
 - what is it, 514
 - life priorities, 27
- Longer than planned, 214
- Look ahead calendar, 334
- Luck, making your own, 537
- Main stream jobs and departments, 46
- Management ladder, 150
- Marketing ladder, 151
- Master's degree, 505
 - business, 506
 - engineering, 508
 - fatal errors, 509
 - selecting a program, 508
 - technology management, 506
 - tips for making it easier, 510
 - type of, 510
- Mentor
 - becoming a, 93
 - coaching, 89
 - definition of, 87
 - finding, 89
 - successful, 96
 - utilizing, 92
- Mergers, company, 398
- Micromanager, 365
- More than you can handle, 213
- Move departments, 44
- Negotiating a job offer, 475
 - counteroffers, 479
 - getting more, 478
 - no response, what to do, 477
 - putting offer in writing, 477
 - thank you notes, 476
- Networking
 - ice breakers, 313
 - for a new job, 321
 - people, 307
 - places for, 310
 - reason for, 308
 - schmoozer, 308
 - tips to, 312, 317
- New graduates, 111
 - buddy, 115
 - get ahead quicker, 114
 - rule book, 112
- Notebooks, 336
- Odds for finding a job, 417
- Organizations
 - product, 163
 - functional matrix, 167
- Organizing server files, 342
- Organizing skills, 332
- Outstanding performance, 291
- Overly optimistic, 215
- Paralysis by analysis, 368
- Parts coordinator, 242
- People
 - networking, 307
 - person style, 197
- Performance
 - form, 175
 - review process, 174
- Personal goals, 24, 26
- Picking your supervisor, 533
- Poor communications, 204
- Poor relations, 206
- Poor work habits, 209
- Portfolios, 459
 - construction of, 456
 - interviewing with tips, 458
 - item to include, 456
- Positive attitude, 282

- Preliminary design review, 225
- Procrastination, 328
- Procrastinator or planner style, 198
- Product
 - design process, 221
 - development guidelines, 231
 - flow diagram, 238
 - life cycle, 36
 - requirements, 223
 - test, 230
 - test procedures, 230
- Production readiness review (PRR), 230
- Product organizations, 163
- Professional engineer certification, 548
- Program management office (PMO), 240
- Program manager, 149
- Project
 - engineer, 145
 - special, 536
 - success or failure, 278
- Promotions
 - asking for, 299, 301
 - fallacies, 277
 - planning your next, 297
 - process, 298
 - review board, 185
 - review process, 184
- Proposals, 240
- Put it in writing, 265
- Ranking employees, 185
- Reason engineers are not successful, 203
- Rejection scenario, 294
- Relocation, 484
 - check list, 487
 - final goodbyes, 489
 - generating a plan, 485
 - questions to ask, 465
 - spouse's career, 486
 - starting the new job, 490
 - tips for kids, 487
- Request for quote, 241
- Research your idea, 266
- Resignation letters, 479
- Resume
 - action words, 443
 - chronological resume, 440
 - creating your resume, 441
 - highlights, 439
 - objectives, 439
 - on-line templates, 441
 - power packing, 441
 - skills resume, 440
- Retirement planning, 119
 - best age for retiring, 126
 - medical benefits, 125
 - phases of, 119
 - taking early retirement, 121
 - transition planning, 128
- Rule book, 112
- Rules of the game, 7
- Schmoozer, 308
- Shutdowns, 397
- Small talk, 314, 315
- Special projects, 536
- Statement of work, 566
- Status quo, 263
- Stress relief, 36
- Success, I can, 6
- Succession planning, 56
- System requirement reviews, 224
- Systems engineer, 146
- Tag on statements, 177
- Team
 - courteous skills, 258
 - destructive skills, 259
 - dysfunctional, 256
 - forming, 255
 - norming, 256
 - performing, 257
 - player, 255
 - skills, 253, 258
 - storming, 256
- Technical incompetence, 211
- Technical libraries, 342
- Technical societies, 429
- Technical vs management, 18
- Test
 - acceptance tests, 237
 - burn-in, 237
 - documentation, 236
 - procedures, 234
 - qualification, 237
 - requirements, 235
- Thank you notes, 475
- Theme statements, 462

-
- Time to change jobs, 383
 - Time to stay, 384
 - Time wasters, 326
 - procrastination, 328
 - taking on other work, 332
 - Timing for leaving projects, 536
 - To do lists, 327, 332
 - Too much too fast, 213
 - Totem boards, 185, 354, 398
 - Under paid, 290
 - Up and down the supplier chain, 51
 - Weekly report, 355, 369, 567
 - Weekly routine, 338
 - Win-lose situation, 249
 - Win-win situation, 249, 495
 - Workforce reductions, 397
 - Writing up the plan, 269