

“Congratulations! You got a job interview – now what?”

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Skype Interview

- Do your homework
 - Research campus, departments, personnel
 - Who is interviewing you?
 - Is it a teaching or research job?
- Dress for the interview – look good in front of the camera
- Have a pen and paper ready for notes
- Look at the camera – place the skype window under your computer camera
- Pick a quiet room with no background distractions
- Use earbuds to minimize feedback
- Limit responses to questions, 1-2 minutes
 - Stay on message, no rambling
- Have questions ready to ask*
 - Student support
 - Teaching load
 - Department philosophy
 - External funding expectations
 - *you should look up some of it so you have information to expand upon. It will also show you do your homework
- Be enthusiastic and energetic – act like you want to be there
- Frame everything positively
- Be ready to answer questions about yourself
 - Why is your work important?
 - How do you fit into the department?
 - What is your teaching philosophy?
 - What is your teaching experience (be honest)?
 - What ideas do you have for future research?

Prep for on-site interview

- Logistics
 - Where to be and when – be early!
 - If you have personal needs you need to talk to admin BEFORE visit

- Dietary/physical needs
 - Look up weather so you dress appropriately
 - Try not to check luggage just in case it is lost
 - Bring all you need: charger, laser pointer, talk on several devices
 - Cell phone is put away ALL DAY – wear a watch to view time
- Attire/attitude
 - Be thoughtful about what your wear
 - They should be focused on you and not your clothes
 - Men: tie, button down, sport coat NO JEANS
 - Women: slacks, nice understated shirt/skirt
 - COMFORTABLE SHOES
 - Go shopping if necessary
 - Clothing should not be distracting, it should make you look successful
 - Convey respect for your audience
 - Recognize it is an opportunity
- Get ready for individual meetings beforehand
 - Do homework on all faculty and staff
 - Get your schedule in advanced if possible
 - Talk to admin
 - Look up recent research for each faculty member
 - Remember a key result
 - Can you collaborate with them in the future?
 - You may speak to the dean
 - Make sure you explain your research and why it is exciting in 1-2 minutes
 - Consider that they will not be in your field or research
 - Say why you are interested in the department
 - Should be clear about a 5-year plan
 - Frame positively how you could add to the department
 - Bring a lot of copies of your CV and start up needs (basics)
- Job talk
 - Focus on your research – it's not a review talk
 - Focus on a few projects, limit data
 - Be clear on your accomplishments “I did this” “my results”, etc.
 - Stay on message with select pieces of data
 - Clearly convey results and implications
 - Should have some scope and vision for future work
 - Goal is to convey a message
 - You and your science are fascinating
 - They need someone like you on their team
 - Sell yourself as humble not arrogant
 - Show you're confident
 - Talk must make sense to a wide audience
 - Students, subfields, other experts, etc.

- Make them care about your topic
- Have some slides for the experts
 - Or backup slides, especially if you anticipate certain questions
 - You should practice this talk with different audiences
- Script this talk more than usual
 - Use presenter notes so you don't get lost
- MEMOREIZE SLIDE TRANSITIONS – for a less distracting flow
- Remember to convey:
 - You've worked hard for many years
 - You've learned a lot
 - You've made scientific discoveries
 - You love your science
 - They should want to hire you
 - You are a potential friend, colleague, collaborator
- ANTICIPATE QUESTIONS:
 - Especially from those you know to work in similar fields/projects

On-site interview

- During interview
 - Be on time
 - Smile!
 - Tell them how you fit into the department
 - Try not to fidget
 - Be proactive and ask questions – RESEARCH
 - An interview goes both ways
 - Ask to see lab if possible
 - Try not to put them on defensive
 - Don't highlight what they LACK
 - Highlight what you can ADD
 - Meet with students
 - NOTHING IS OFF THE RECORD
 - Focus on strengths
- Inappropriate questions
 - Know your rights
 - It's illegal but you want the job
 - Try to steer conversation back to science in positive way
 - Practice some polite responses
 - It may just be a mistake, be friendly
 - Once you get the job you can discuss personal needs but the interview is not the place

Post-interview

- Email all staff and those you met with individually
- Reflect on your interview

- What would you do differently next time?
- What did you learn?
- What do you think of the department?
- Would you accept a job if offered?
- How did they treat you?
- Relax and move on

Notes by Casey Leffue, May 17, 2017