

Congratulations!

You got a job interview!

Now what?!?!?!?!?

1. Breathe and celebrate -you are among the chosen!
2. This will be your special day or visit!
3. Start preparing for the 4 likely next steps
 - Skype Interview
 - On-site Interview Preparation
 - On-site Interview
 - Job Talk

Skype Interview

1. Do your homework!
 - Campus, department, classes, professors
 - Who will be interviewing you?
 - Is this a teaching school or a heavy research school?
2. Dress for the interview - it's a sign of respect
3. Have a pen and paper, ready to take notes if needed
4. Look into the camera (put the skype window under the camera)
5. Pick a quiet room and check the background for distractions
6. Use earbuds/headphones to minimize noise
7. Limit your responses (1-2 min) -be brief and on message

Skype Interview

8. Have some questions ready to ask such as....
 - Student support
 - Teaching load
 - Department philosophy
 - External funding expectations
9. Be enthusiastic, energetic, excited about the prospects
10. Frame everything positively!
11. Be ready to answer questions about yourself
 - Why your work is important
 - How it might fit into the department
 - Your philosophy about teaching
 - Some ideas for future research
11. Your main goal here is to get you an on-campus interview

Prep for on-site interview

1. Logistics

- Make sure you know where to be and when.
- If you have important personal needs, let the admin staff know in advance so you won't seem fussy
- Dress accordingly for weather
- Try not to check luggage on the plane
- Bring an adaptor, laser pointer, your talk on multiple devices, snacks in case you get hungry
- Plan to put cell phone on silent and away for the day
- Be well-rested and plan to be exhausted when done

Prep for on-site interview

2. Attire & attitude for the interview

- Be thoughtful about your appearance
- Comfortable shoes!!!
- Goal is to not distract with clothing & to look successful

3. Get ready for individual meetings beforehand

- Do your homework on the department and faculty!
- look up a recent paper or two for each of the active research faculty, remember a key result.
- You may speak to a Dean or other higher up - make sure you can explain your research and why it is so exciting in 1 minute to someone outside your field
- be able to explain your future plans and any courses you want to develop or teach - be flexible
- bring your CV and thoughts about start up needs

Job Talk

The job talk

- focus on **your** research - not a review talk
(15 minutes MAX intro; 50 minutes MAX total)
- your goal is to subtly convey these messages:
 - * **you** are a rockstar!
 - * **your** subfield is fascinating!
 - * the department **needs** someone like you!
- remember...
 - * sell yourself subtly
 - * confidence, confidence, confidence
 - * NOT arrogance

Job Talk

The job talk (cont)

- your audience will be people in other subfields, including students.
- make them care about your topic, why it's cool
- explain everything well but also have some slides for the experts.
- practice it with a varied audience
- practice some more.
- script it more than a normal talk.
- use presenter notes.

Job Talk

The job talk (cont)

- Clear layout
- Context – why is this field interesting, why is this project interesting
- Tell a story (also a chance to demonstrate teaching ability)
- Vision for the future
- Stay away from jargon and showing everything you have ever done
- These people want a colleague/friend/collaborator
- Answer questions fully and clearly

On-site Interview

1. During the interview

- **be on time** and keep yourself on schedule
- be prepared to speak about your **fit**
- be **proactive**, not passive - don't wait for things to happen
- an interview goes both ways - make sure you get your questions answered and definitely make sure you have questions! - if you don't have questions they will think you are not serious about the job.
- **typical questions** - What is a normal teaching load? I noticed _____ on your website, can you tell me more? what is the tenure process? can undergraduates do research projects?

On-site Interview

2. During the interview (cont.)

- make sure you meet with the students, treat them nicely and take interest in their research
- focus on **your strengths**
- nothing is “off the record” at any time
- at each one-on-one interview ask your faculty interviewer about his/her research/teaching
- don't tell them what they need, tell them what you can add
- don't speak like a graduate student; you are a professional
- be **concise**

On-site Interview

3. Inappropriate questions

- you will likely be asked an inappropriate question (or a few) “Do you have a 2-body problem?, Is your spouse willing to relocate?, Are you thinking of having children?”
- maintain composure and quickly shift the conversation back to science
- practice some prepared responses
- these questions are illegal (Title 7, Civil Rights Act)

4. But be friendly - people make mistakes. They also want to chat about life or tell you about opportunities too.

Post-interview

Email all the Professors you met individually to thank them for their time and for telling you about their interesting research :-)

Reflect on the interview:

- * What did you learn?
- * What would you do differently next time?
- * Would you go to the department if you got an offer?(premature but worth thinking about)
- * How did they treat you?

And then try your best to relax and move on.

Links

<https://theprofessorisin.com/2011/10/31/thephoneorskypeinterview/>

<http://www.cs.washington.edu/homes/mernst/advice/academic-job.html>

<https://youtu.be/54iPcTkDe7Y>

<https://tenureshewrote.wordpress.com/2013/10/28/i-can-haz-job-tips-and-tricks-for-the-academic-interview/>

<https://www.theguardian.com/higher-education-network/blog/2014/feb/07/prepare-academic-interviews-top-tips>

<https://www.esm.rochester.edu/iml/careers/documents/Guide%20to%20Answering%20Academic%20Job%20Interview%20Questions.pdf>