

Congratulations!

You got a job interview!

Now what?!?!?!?!?



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1. Breathe and be happy -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 and talk
 - Post on-site follow up

You have worked hard for many
years



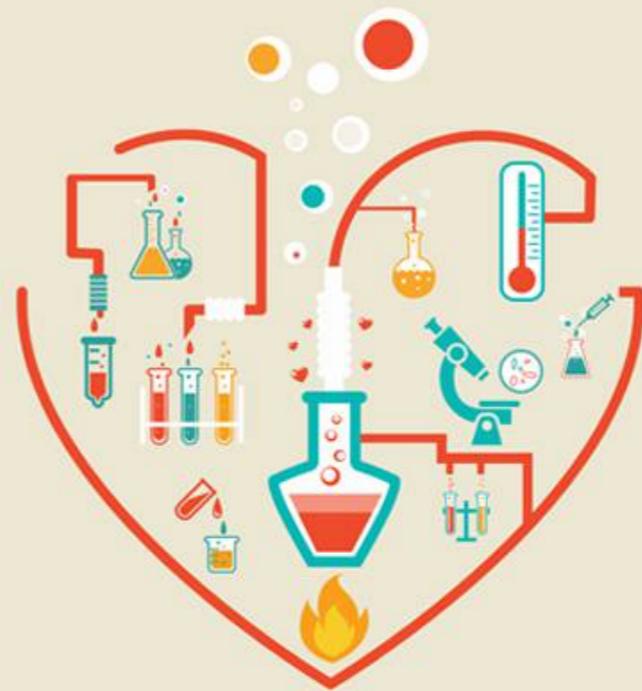
You have learned ideas and techniques



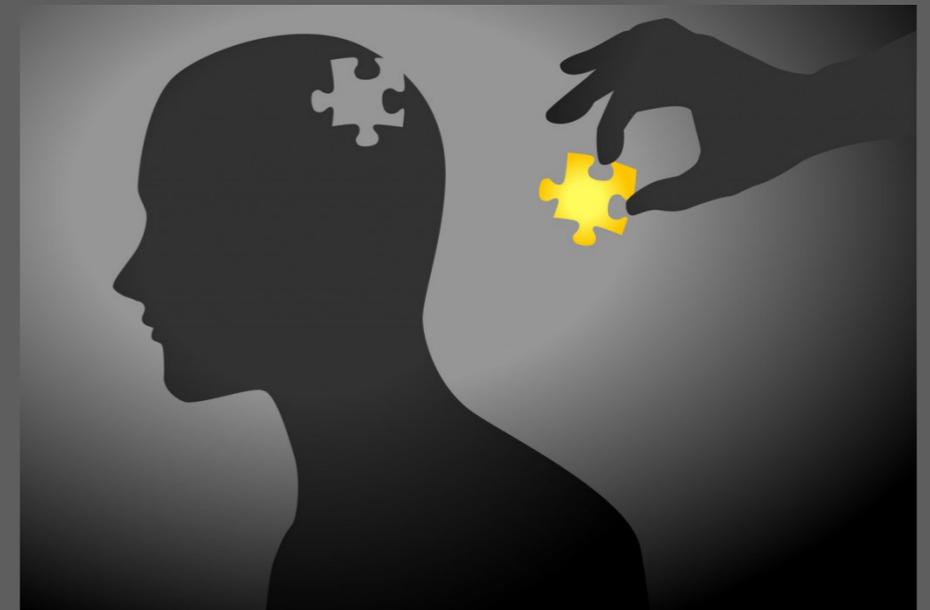
You have made scientific
discoveries



You have realized you love this



Now you have to talk someone
into hiring you



Why should they want to?



Why should they want to?

They want a friend.

They want a colleague.

They want a collaborator.

They want a co-conspirator.

They want a co-worker for life.

But why YOU?

You are friendly.

You are collegial.

You've done really cool science.

You explain your science beautifully.

You provide fresh strength to the group.

You care about their (his, her) work!

You are confident and likely to succeed.

You are the best person to work with them.

But:

Very quickly you can convince them **not** to hire you.

After all those years of preparation and hard work, your dream vanishes in one day. Duh!

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 and **look good** -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. Make sure everything works (log in early, headphone, noise)
7. Limit your responses (1-2 min) -**be brief and on message**

Skype Interview (cont)

7. Have some questions ready to ask such as....
 - Student support
 - Teaching load
 - Department philosophy
 - External funding expectations
8. Be enthusiastic, energetic, excited about the prospects
9. Frame everything positively
10. 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, teaching and proposals
11. Your main goal here is to get you an on-campus interview

Prep for the job talk

1. The job talk

- focus on **your** research - not a review talk
- 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

Prep for the job talk (cont)

2. 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 enough so you feel good about it.
- script it more than a normal talk.
- use presenter notes but don't rely on them.

Make eye contact with audience members

Know their interests in advance!

Anticipate their questions!

Connect with them!

(in your talk and in your interviews)

A good job talk should not have:

An expectation of massive prior knowledge.

A lot of jargon.

A ton of data. Data should be digested, palatable.

Interest for only part of the audience.

All the work you've ever done.

An expectation that the audience will see implications.

Poorly answered questions.

Casual, sleepy, boring, low-energy attitude.

A good job talk can have:

A clear layout; the audience knows the plan

A context: why is this field interesting?

A context: why is this project interesting?

A novel approach described.

Why the novel approach is important.

High energy, maybe an element of surprise.

New results clearly explained; impact made obvious.

A vision of the future.

Prep for on-site interview

1. Attire & attitude for the interview

- be thoughtful about your appearance
- comfortable shoes!!! (and shine them!)
- goal is to not distract with clothing & to look successful
- convey respect for your audience
- recognize that you have an opportunity that few have
- plan ahead to take care of yourself...

Prep for on-site interview (cont)

2. Get ready for individual meetings beforehand
 - **do your homework** on the department and faculty!
 - get the schedule in advance if you can
 - communicate with host or several profs in department
 - 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

Prep for on-site Interview (cont)

3. 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
- look up the weather ahead of time (dress accordingly)
- 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

At the on-site interview

1. During the interview

- **be on time** or even slightly early!
- smile! tell them why you are **perfect for them!**
- be prepared to speak about your **fit in their department**
- 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?

At the on-site interview (cont)

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
- have an **opinion**, act like you had a previous thought
- 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**

At the on-site interview (cont)

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 too.

Post-interview

Email all the Professors you met individually to thank them for their time and for telling you about their interesting research. Follow up on any promises made.

Reflect on the interview:

- * What did you learn?
- * Were there any “red flags”?
- * 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/](https://www.esm.rochester.edu/iml/careers/documents/Guide%20to%20Answering%20Academic%20Job%20Interview%20Questions.pdf)

[Guide%20to%20Answering%20Academic%20Job%20Interview%20Questions.pdf](https://www.esm.rochester.edu/iml/careers/documents/Guide%20to%20Answering%20Academic%20Job%20Interview%20Questions.pdf)