

## **Resources for Sample Questions & Helpful Interview tips:**

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### **The Career Center Resources:**

<http://careercenter.umich.edu/article/interviewing-overview>

### **Academic Job Search**

<http://careercenter.umich.edu/article/academic-job-search>

<http://www.acsu.buffalo.edu/~jbeebe2/IntvQs.htm>

### **Non-Academic Job Search**

<http://careercenter.umich.edu/article/non-academic-job-search>

<http://careercenter.umich.edu/article/phd-transferable-skills>

### **Not-for-Profit:**

<http://www.execsearches.com/non-profit-jobs/non-profit-jobs-candidates-articles/Meeting-the-Nonprofit-Ten-Interviewing-Tips.asp>

### **Government Jobs:**

<http://govcentral.monster.com/benefits/articles/340>

<http://www.helium.com/items/1132505-interview-questions-and-answers-for-government-jobs>

### **Case Interview:**

<http://www.caseinterview.com/>

[http://www.quintcareers.com/case\\_interviews.html](http://www.quintcareers.com/case_interviews.html)

### **Behavioral Interview:**

[http://www.quintcareers.com/sample\\_behavioral.html](http://www.quintcareers.com/sample_behavioral.html)

### **Phone Interview:**

<http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm>

[http://www.quintcareers.com/phone\\_interview\\_etiquette.html](http://www.quintcareers.com/phone_interview_etiquette.html)

### **Salary Negotiation:**

<http://www.careercenter.umich.edu/students/salaryrelocation.html>

<http://jobsearch.about.com/od/salaryinformation/a/salarynegotiat.htm>

## **Sample Interview Questions:**

- Describe your research. What are you currently working on? What is your five year plan?
- What are your plans for publishing?
- How do you plan to support your research?
- How will you seek funding to support your research?
- In what journals do you plan to submit your research?
- What is your teaching philosophy?
- Describe how you'd teach an introductory survey course in your discipline (or an advanced seminar)?
- What courses would you like to teach?
- What course, not currently in our catalogue, would you like to develop?
- How does your research inform your teaching?
- What are your plans for integrating students into your research?
- Why do you want to work here?
- What textbook would you use in a particular course?
- What classes have you taught?
- How do you structure your courses?

# INTERVIEWING FOR THE ACADEMY

PAULA D. WISHART



# Opportunity

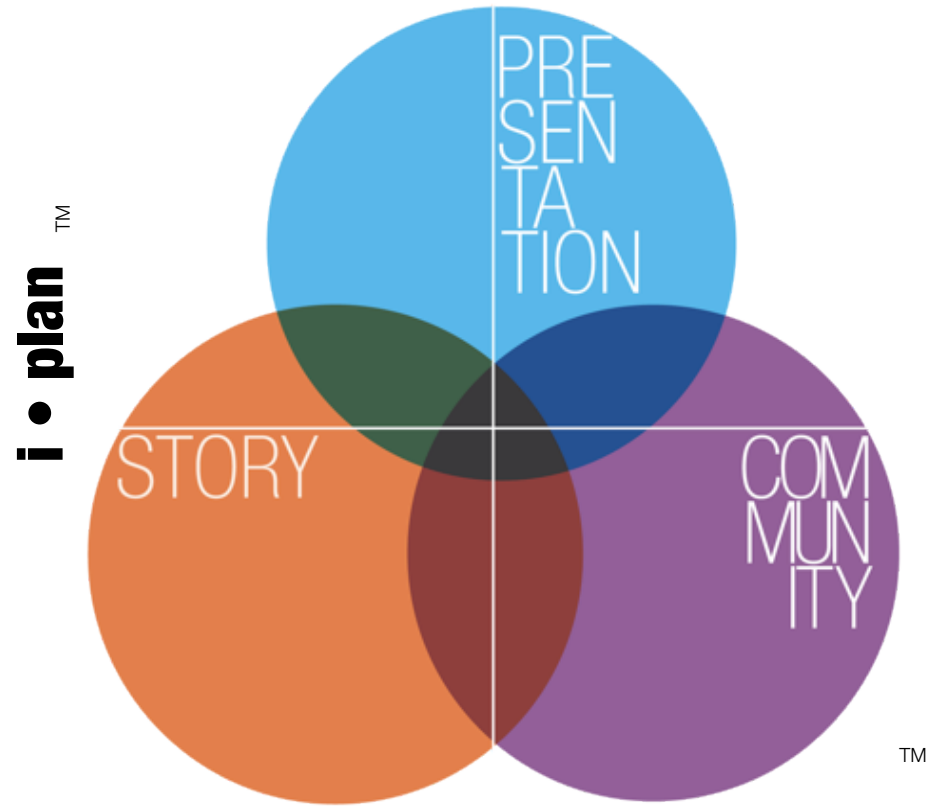
```
graph TD; Opportunity([Opportunity]) --- Exchange([Exchange of information]); Opportunity --- Fit([Fit]); Opportunity --- Competence([Competence]);
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Exchange of  
information

Competence

Fit

# The Career Center Framework



# Basic Interview Formats

Screening

Telephone

Campus

Presentation/  
Job Talk

Dinner  
Interview

# BASIC INTERVIEW STRUCTURE

Greeting/Ice Breaker  
Employer Questions  
Candidate Questions  
Closing and Next Steps

# BE PROACTIVE

K

Format

N

Whom you will be meeting with

O

Position/institution/colleagues

W

Your materials

What to wear



# KEY DISCUSSION POINTS FOR ACADEMIC INTERVIEW

Dissertation

Future Research Interests

Teaching

Interest in Institution

# DISSERTATION



Demonstrate you're doing interesting work  
*and that you can talk about it*



Prepare for variety of people from in your discipline  
*and outside of your discipline*



Approach conversation as a colleague  
*not a student*



# ***FUTURE RESEARCH INTERESTS***

***Think beyond*** dissertation

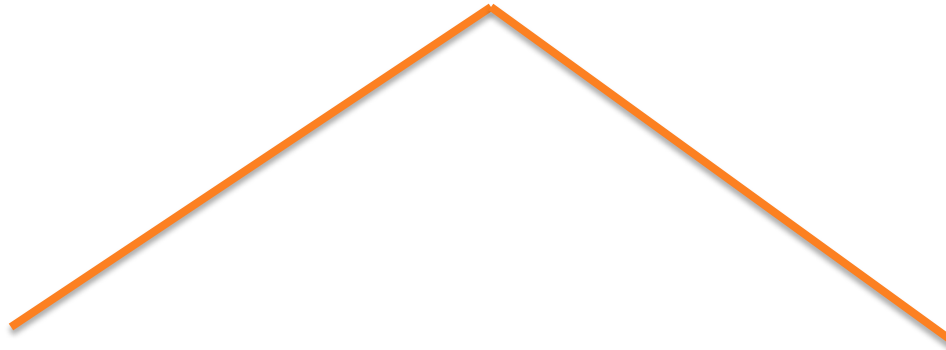
***Don't be afraid*** of tentative ideas

***Consider the fit*** with department

***Consider funding*** sources



# TEACHING



*Align*

with the orientation of  
department

*Distinguish*

your approach with  
examples

**CONVEY  
INTEREST**



**Institution &  
Department**

- Demonstrate fit as well as talent
- Personalize and connect institution to self
- Know the distinct personality of school/department

# SCREENING INTERVIEW - MANAGING CHAOS

Speed & First Impressions



Know the logistics of the conference  
Clarify time/location for each interview  
Bring extra copies of documents  
Be reasonable in setting your schedule  
Practice brief, concise responses

Act like a future colleague



Know whom you are interviewing  
Profile the department  
Know your strengths in relation to them  
Be prepared to connect their work to yours

- Be succinct
- Identify core themes

# **CAMPUS INTERVIEWS**

More complex, varied interactions

Generally one of very small group

Fit becomes even more important

*Campus Interview*

# POTENTIAL FORMATS

Presentation to faculty

Lecture to a class

Group interview(s)

Individual meeting(s)

Meals

Reception



# QUESTIONS

Research

Teaching

Service

Interest in dept

Career choices

Questions for them

*“Tell me about your research.  
Where will your research take you next?  
How will you fund your research program?  
How will you involve students in your research?  
What courses would you like to teach?  
How would you teach this course?  
What approach would you take?  
How would you deal with limited resources?  
About how you will "fit" in the department?  
What attracted you to this particular position?  
Where would you like to be five years from now?  
How do you feel about living in a big city/a small town?  
And...”*

*(Don't forget to prep for Illegal questions)*

***Simplify:***

***PREPARE FOR CATEGORIES OF QUESTIONS***

**Open Ended**

**Behavioral**

**Negative**

**Strengths/Weaknesses**

**Case Scenarios**

***Simplify:***

***IDENTIFY A FORMAT FOR PREPARATION***

**S** ituation

**T** ask

**A** ction

**R** esult

# *Examine and Manage:*

## *Non-Verbals*

Body language

Attire

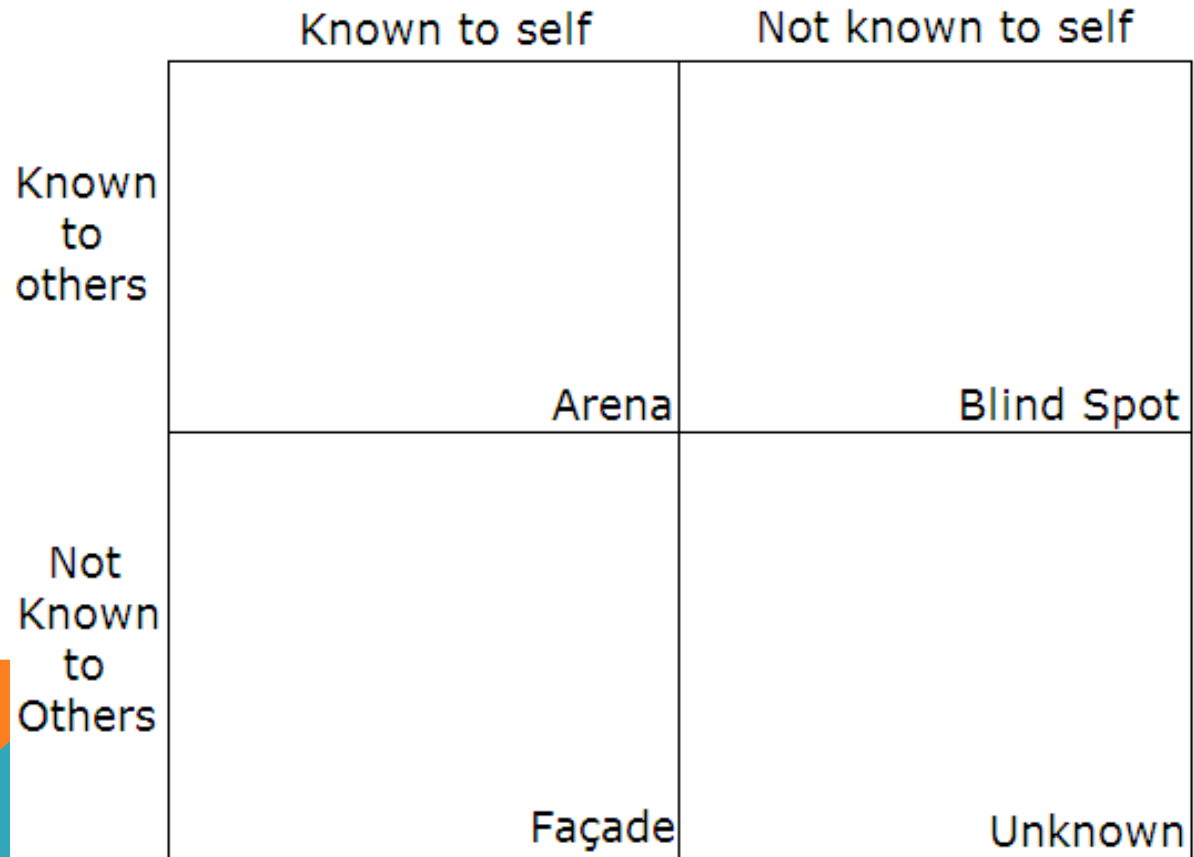
Tone

# FRAMEWORK FOR PERCEPTION & SELF-PROMOTION

Ask →

## Johari Window

Tell ↓



# YOUR PRESENTATION

*What* → Presentation to faculty or teaching a class

*So*  
*What* → Can make you stand out  
Compensate for other areas

*Now*  
*What* → **Assesses:** research & presentation skills  
Be prepared for challenging questions

# THE DINNER

Informal, but still an interview

Engage others in conversation

Avoid controversial topics

Remember you are not in the club yet!

Practice your manners, please

Leave cell phones in your pocket



# WHAT DO YOU THINK?

*Fit or no fit?*

*Yes or no?*

Location and physical setting

Department

Students

Institution

*What else matters to you?*

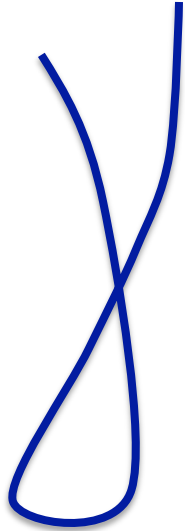


# ALSO...

- Ask questions to express interest
- Observe colleagues & supervisors
- Leave time to visit city or town
- Don't discuss salary without an offer

# **TIE-UP**

## **LOOSE ENDS**



Leave knowing next steps

Use *thank you* to reinforce points

How to handle receipts