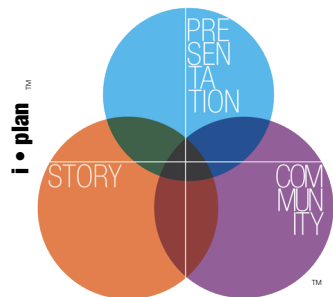


Interviewing for the Academy

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Remember that...

- It is an exchange of information
- Employer will assess “fit” as well as judging competence
- It is an opportunity



Basic Interview Formats

- Screening
- Telephone
- Selection/Campus
- Dinner Interview
- Presentation/Job Talk

Basic Interview Structure

- Greeting/Ice Breaker
- Employer Questions
- Candidate Questions
- Closing and Next Steps
- Follow-up

Preparation

- Ask about format
- Confirm who you will be meeting with
- Select an appropriate outfit
- Make extra copies of resume, et. al.
- Research position/institution/colleagues

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 discipline
- Prepare for variety of formats and lengths
- Approach conversation as a colleague, not a student
- You are the expert

Future Research Interests

- Give some thought to this beyond dissertation
- Can be tentative ideas
- Consider fit with the department
- Consider probable funding sources

Teaching

- Depends upon orientation of department
- Discuss approach to teaching, with examples
- Research department to know how you fit in

Interest in Institution/Department

- Especially important at less prestigious institutions
- Schools are looking for fit as well as talent
- Know the school/department — any distinctive personality

Screening Interview Prep

- Know the logistics of the conference
- Clarify time and place for each interview
- Ideally research school ahead of time
- Bring extra copies of all documents
- Be reasonable in setting your schedule

Screening/Conference Interviews

- Limited amount of time to stand out
- Often rushed and stressful
- Challenge: be succinct but also make your points
- What are the core themes you want a committee to take with them about you?

Campus Interviews

- More complex, more varied interactions
- Generally one of very small group
- Fit becomes even more important

Could involve:

- Presentation to faculty
- Lecture to a class
- Group interview(s)
- Individual meeting(s)
- Meals
- Reception
- Be playful, but flexible

Questions

- About research
- About teaching
- About service
- Interest in department/school
- Career and personal choices
- Illegal questions
- Questions for them

Types of Questions

- Open Ended
- Behavioral
- Negative
- Strengths/Weaknesses
- Case Scenarios (maybe)

Format for Preparation

Situation
Task
Action
Result

Non-verbals

- Body language
- Attire
- Tone

Presentation

- Most often either presentation to faculty or teaching a class
- Very important: outstanding one can make up for other shortcomings
- Assesses: research, how you handle yourself, 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

You Should be Assessing:

- location and physical setting
- department
- students
- Institution
- Other?

Also consider...

Ask questions to clarify & to express interest
Assess location and physical setting
Observe colleagues & supervisors
Leave time to visit city or town
Don't discuss salary without an offer

Follow up

- Always leave knowing next steps
- Thank you to reinforce important points and restate interest
- Find out how you should handle receipts

Perception & Self-Promotion

