

Interviewing for Academic Positions

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Academic Interview Practice Worksheet

Open Ended Questions

Tell me about yourself.

Walk me through your CV.

Tell me about your past experience.

Tell me about what you've done and where you're going.

Tell me about your background.

Research Questions

Tell me about your research.

Tell me about your dissertation.

What direction do you anticipate your research to take in the future?

Who would you like to collaborate with and why?

What are opportunities for undergraduates to do research in your area of study?

How would you describe the significance of your research to someone outside of your field?

What has been the greatest challenge in your research?

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?

Teaching Questions

What do you want to teach and why?

How would you describe your teaching style?

How has your research influenced your teaching?

How have your teaching experiences prepared you for a teaching role?

How would you teach an introductory course?

How have you used technology in the classroom?

How do you feel about teaching students who present with different abilities?

Academic Interview Practice Worksheet (page 2)

What strategies do you use to get students engaged/involved in the classroom?
 What is your typical classroom like?
 What is your teaching philosophy?
 What courses would you like to teach?
 What course, not currently in our catalogue, would you like to develop?

Fit Questions

How do you see yourself contributing to our department?

Why do you want to work here?
 What is your work style?
 What's your ideal work setting?
 Why should we hire you?
 How do you define _____ field?

Service Questions

What kind of service opportunities are you interested in?
 How do you want to contribute to our institutional priorities?

Personal Experience/Quality Questions

If I were a dean and asked you to do something that you disagreed with, what would you do?
 What was the most difficult period in your academic life, and how did you deal with it?
 Tell me about a time where you had to deal with conflict with your mentor.
 Give me an example of how you manage multiple tasks?
 Give me an example of a time that you felt you went above and beyond the call of duty.
 Give me an example of your leadership style.
 Tell me about a time you led a project?
 What is your greatest failure, and what did you learn from it?
 What irritates you about other people, and how do you deal with it?
 What assignment was too difficult for you, and how did you resolve the issue?

Listener Guide

Keep these items in mind when observing your interview partner:

Non-Verbal Communication	Verbal Communication
Gave good eye contact	Answered question(s) that was asked
Relaxed, yet professional posture <input type="checkbox"/> <input type="checkbox"/>	Expressed ideas clearly and concisely
Friendly demeanor and smile <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Structured answer(s) in easy to understand way
Positive and appropriate energy and enthusiasm level <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Articulated accomplishments <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Good vocal clarity, tone, and pitch <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Gave examples to illustrate selling points <input type="checkbox"/> <input type="checkbox"/>
Portrayed self-confidence	Answers indicated a positive attitude <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Emphasized strong points, while speaking honestly and constructively about growth areas <input type="checkbox"/>