On Your Interview Day

Preparation for your on-campus presentation and interviews

Center for Excellence In Teaching
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How the Job Search Process Works

Where are the jobs?  How do I negotiate?

The Resume and Letter of Recommendation  The Conference (Screening) Interview  The Campus Visit  The Offer

What affects who gets an interview?  What affects who gets a campus visit?  What affects who gets an offer?

What can you do to prepare for each stage?
Where Do You Want to Apply?

- Finding out about the openings
- Types of academic institutions
  - Research vs. teaching
  - Public vs. private
  - Large universities vs. small colleges
- Researching the institutions

What Faculty Look for in Evaluating Resumes/CV’s

- Sample Resume/CV criteria
  - Evidence of productivity in research (conferences, publications)
  - Quality publication outlets (conferences, publications)
  - Projects at various stages of completion
  - Interesting research questions
  - Evidence that dissertation is well underway (can be finished by the time the job begins)
  - Teaching experience/teaching excellence
  - Ability to work independently of advisor
  - Fit of research with department needs/colleagues
- How would you change your resume/CV?
  - Format
  - Content
**What Faculty Look for in Evaluating Resumes/CV’s**

- Several criteria faculty look for when evaluating letters of recommendation:
  - Faculty member known for mentoring quality Ph.D. students
  - Reputation of the school for producing excellent faculty candidates
  - Statements indicating candidate’s uniqueness/talents relative to other protégés of that faculty member ("one of the best students I have ever mentored")
  - Faculty member’s assessment of the impact of the dissertation/other work by the candidate on the field
  - Who is going to write letters for you and how well do they meet these criteria?

**What Faculty are Looking for at the Screening Interview**

- Expertise/intelligence
- Teaching ability
- Collegiality
- Fit with the group
  - Research
  - Teaching
  - Temperament
- Prospects for success
  - Proven track record
  - Ambition/energy
- Long-term interest in the school
- Indicators of these attributes
  - Clarity of presentation
  - Ability to think on your feet
  - Thoughtfulness in answering questions
  - Depth of questions asked
  - Demeanor toward questions/defensiveness
  - Attitude
  - Body language
What You Can Do to Prepare for the Screening Interview

- Participate in mock interviews
- Prepare handouts (take-aways) and extra resumes/CV’s
- Know who will be interviewing you and how your work fits with theirs
- Know what types of questions are relevant and appropriate for you to ask
- Know what types of questions are relevant and appropriate for faculty to ask
- Understand whether the interview is formal or informal and the expected dress

What Happens at the Campus Interview

- Presentation
- Individual meetings with key faculty members
- Group meetings with doctoral students
- Meetings with the Department Head (Chair) and the Dean
- Meals
Preparing for Your Presentation

- Keys to an outstanding presentation (Mihram handout: Plan, Prepare, Practice, Perform, Polish)
  - Know the timeframe and plan your presentation accordingly
  - Watch presentations of other job candidates and learn what they do well and not so well
  - Presentation at your school
    - Doctoral Students
    - Faculty
  - Basic issues in the presentation (see Sego and Richards)
  - Differences between screening presentation and campus presentation

Preparations for Meetings

- Understand the audience
  - Know who you are talking to in advance
- Different questions for different levels (Handout: Sego and Richards)
  - Doctoral students
  - Junior faculty
  - Senior faculty
Potential Questions You Can Ask

- Appropriate
  - That person’s research
  - Available research support/summer support
  - Strategy for the future
  - Teaching needs/loads/how evaluated/role in tenure decisions
  - Quality of students
  - Types and number of committees to which you may be appointed
- Less Appropriate (at this stage)
  - Salary
  - Consulting opportunities
  - Special requests you have (e.g., lab space/equipment)
  - Coverage of moving expenses

Meeting with the Department Head and Dean

- Understand the school and its trajectory
- What kinds of questions are relevant and appropriate for your interview with the Department Head and the Dean?
- Handouts (Sego and Richards)
How the Faculty and Dean Evaluate Potential Candidates

- Panel discussion
- Evaluation sheet on strengths and weaknesses for each candidate
- Ranking/faculty meeting to discuss who/order of offers

How to Prepare for the Screening Interview

- Breakout session: Mock interviews
- Process and Expectations
  - 10 minute interview per person (others in session observe)
  - Focus: Faculty questions and your responses
  - 5 minute discussion per person
Preparing for Your Presentation

- Breakout session: Mock presentations
- Process and Expectations
  - 5 minute presentation per person (others in session observe, ask questions)
  - Focus: Presentation skills vs. content
  - 5 minute discussion per person