OBJECTIVES

Research & Preparation
Types of Interviews
Talking About Yourself
Evaluating The Position & Next Steps
RESEARCH & PREPARATION
Goals of the Candidate

– Establish rapport with the interviewer
– Convey your abilities and skills
– Collect more information about the department, college, and/or university
– To secure a position

Goals of the Employer

– Promote the organization and attract the best candidate
– Assess if qualifications match the job requirements
– Determine fit with the organization
Know your message before the interview

You should already know the type of position you want, this interview is to confirm fit

Evaluate the ways in which your research and teaching interests complement and support the schools offerings
RESEARCH

The Institution

– Type, location, degree offerings, student population
  • Websites (Petersons, CollegeBoard)
  • University Fact Pages (IPEDS)
  • Colleagues and your network

The Department

– Staff, culture, research goals, mission & values
  • Websites (Department pages, faculty pages & bios)
  • Journals (what has the department published)
The Position

– What are the skills the employer looking for?
  • Review the position posting carefully
  • Always check the HR site for the full posting

Be knowledgeable about the job and the office
TYPES OF INTERVIEWS

Screening Interviews

– Evaluate your qualifications
– Gauge your personality
  • Phone or at conferences
  • From 15 minutes to 1 hour

Phone Strategy

– Use your notes but don’t read from them
– Dress
– Stand up and SMILE!
TYPES OF INTERVIEWS

On Campus Interview

You have made the cut – you are QUALIFIED!
Now fit is being evaluated

- 1-3 days
- Meeting with search committees, deans, other faculty, and students
- Meals and social events may be required
- Job Talks, discussions, research/teaching goals
On Campus Strategy

– Ask for an itinerary
– Bring extra copies of your CV, your job talk (in multiple formats), your portfolio
– Laptop, if needed
– Plan ahead: spare clothes
– Carry-on luggage!
– Snacks
DRESS FOR SUCCESS

Business professional, unless notified otherwise
Well groomed, tend towards conservative style

No:
Excessive makeup,
cologne or perfume,
Don’t chew gum!
1. Introductions
2. Background & Qualifications
3. Determining your career goals
4. Evaluating interest in the position
5. Conclusion
During the Interview

First Date Rules Apply

– Be Positive! Show Confidence!
– Don’t bad mouth former employers
– Don’t lie or exaggerate

Be aware of nonverbal behavior

– People respond more to what they see than what they hear
– In fact they only take in 7% of words, 38% tone and 55% non verbal communications
TALKING ABOUT YOURSELF
“YOUR 30 SECOND COMMERCIAL”

The 30-second version of your response to the: “Tell me about yourself” interview question

1. Who are you?

2. What are your major accomplishments/passions/skills?

3. What do you want/where are you going?

2. I’ll be receiving my PhD in Chemistry in April from UF and I interned last year in the UF Analytical Chemistry lab. I’m also the vice president of Graduate Student Council.

3. I’m currently exploring research opportunities in the Orlando area, which is why I’m here at this conference.”
1. “Hi, my name is Rebecca Smith.

2. I’m currently a PhD at UF focused on Asian language studies. I spent last semester in Beijing, where I conducted ethnographic studies of specific populations.

3. I read recently about your work in the provinces and was interested in learning more about your current research.”
PRACTICE

TELL ME ABOUT YOURSELF.

Who are you?
What are your major accomplishments/passions/skills?
What do you want/where are you going?
**Types of Questions**

Behavioral/Open ended questions

- Tell me about a time when...
- How did you...
- Describe a situation where you..
- Give me an example of..

Behavioral questions focus on what you have accomplished or failed to accomplish, how you went about doing it in situations similar to one you would be facing on the job.

Past behavior has predictive power.
TYPES OF QUESTIONS

Why questions

– Why did you study...
– Why did you choose this project...

Why questions get at motive, reveal preferences

Closed questions

– Are you able to utilize...

Closed questions confirm information
RESPONSE STRATEGY: STAR METHOD

**Situation**
- Sets the stage
- Provide an overview, being specific and succinct

**Task**
- Describe the goal you were working towards

**Action**
- Describe your actions
- What steps you took

**Result**
- Describe the outcome, if possible
- This is your time to take credit
Tell me about a time you had to manage multiple projects?
I usually start by making a list. I estimate how long projects take and then I start with the tasks that require input from others, so that I can stay on track. Then I complete the other remaining tasks.
Answer B

During my last internship, I ended up with three projects due on the same day. I was assigned a research project and a presentation, while my supervisor’s boss asked me to help edit an article. All were due on the same day, so I prioritized a list and consulted with my supervisor. I wasn’t sure how long the research would take so I blocked off more time for that, whereas I had done the presentation before. I set time limits for each project, so I wouldn’t get off track. I ended up finishing the research project ahead of schedule, which pleased both my supervisors.
Answer B

Situation:
– I ended up with three projects due on the same day.

Task:
– I was assigned a research project and a presentation, while my supervisor’s boss asked me to help edit an article.

Action:
– I prioritized a list and consulted with my supervisor... I blocked off more time... set limits for each project

Result:
– I ended up finished the research project ahead of schedule, which pleased both my supervisors.
How would you describe your research?
Tell us about a time you successfully managed a difficult situation.
Tell us about your experience working with diverse students.
PREPARE FOR INTERVIEWS

- Mock Interviews
  - Face to Face & Virtual
- Review Typical Questions
  - Practice Out loud
- Practice
TYPICAL QUESTIONS
Graduate Student Resources

Below are several resources to help you with your job search, your resume / CV, cover letter and your inevitable interview.

Job Search

- Job search resources in academia (PDF)
- Job search resources: outside of academia (PDF)
- Teaching statement (PDF)
- What can I do with a graduate degree? (PDF)
- Sample job titles (PDF)

Resume for a non-academic / industry job search

- Material Science (PDF)
- Sociology (PDF)

Cover letter

- Academic cover letter overview (PDF)
- Cover letter examples (PDF)

Interviewing

Cover letter

- Academic interview questions (PDF)
- Academic interview questions to ask (PDF)
TYPICAL RESEARCH QUESTIONS

• What are your future research goals?
• How will your research intersect with your colleagues’ interest?
• How can your future research plans enhance your teaching?
• What contribution is your research making to the field?
• What other topics might you peruse?
Typical Teaching Questions

• Tell us about your teaching methods, philosophy and goals?
• How might you structure an introductory course in the field?
• What are your primary goals in an introductory course?
• What do you most look forward to teaching?
The MOST important question to answer: 

Why do you want to work *here*?
QUESTIONS TO ASK YOUR INTERVIEWER

Possible Topics:

• Students (undergrad, grad)
• Faculty (collegiality, expectations)
• Community (university, town/city)
• Committees (faculty involvement, type of service)
• Special programs
• Available technology
• Fund (research, conferences)
• Collaborations (with students, other departments)
• Teaching needs
• Tenure expectations
**During the Interview**

**Illegal Questions**

– Varies by state but may include:
  • Race, national origin, color, religion, sex, age, handicap, HIV or AIDS infection, marital status or sickle cell trait

– Possible Responses
  • Answer, Refuse, Explore and respond

**Salary**

– Try not to address salary in the first interview
– Let the employer bring it up
NEXT STEPS
After the Interview

Thank you notes – 48 Hrs
- Recall pieces of your interview conversation
- Remind them of your applicable skills
- Reiterate your interest

Assess
- What went well? What do you need to work on?
EVALUATING THE POSITION

Faculty Salaries available online

- Chronicle.com
- College and University Professional Association for Human Resources (CUPA-HR)
- American Association for University Professors (AAUP)

Cost of Living Calculators

- http://www.bestplaces.net/col/
ADDITIONAL RESOURCES

CRC Library
  – Books
Web Sites
  – Chronicle.com
Your Network!
  – Colleagues
  – Alumni Association

UF Career Resource Center
UNIVERSITY OF FLORIDA
First Floor JWRU - Gainesville, FL
Phone: (352)392-1601 | www.crc.ufl.edu
So You Want to Work in Academia...

We've created several Master's and Ph.D.-focused workshops to provide you with information about careers in academia. If you are interested in becoming a professor or researcher, be sure to attend.

WWW.CRC.UFL.EDU/GRAD