THE PHONE INTERVIEW

A screening interview is used to accomplish a number of objectives and is usually the following:

- **Reduce** expenditures or costs to invite the most qualified candidates to the face-to-face interview on campus
- **Narrow** the pool of applicants
- **Interview** more candidates in a reduced time window
- **Interview** candidates in different geographical locations locally, nationally or internationally
- **Gauge** body language
- **Reduce** travel time and burden
Knowing what to expect during the campus interview process

Modalities of the Screening Interview

• The screening interview is usually conducted using one of the following methods listed below:
  • Telephone – Most common
  • Skype
  • Webcam
  • Facetime
  • Polycom Video Conferencing
  • Internet Protocol (IP) video

Tips for Screening Interview

Here are some tips that the candidate should consider for the screening interview:

• Use landlines preferably over cell phone.
• Use cell phone if no other option is available.
• Use Skype or Face Time conference calls over phone if invited to.
• Reserve a conference room, if you do not have a quiet place to speak during the interview.
• Know and read the job description well for the position of interest.
• Be aware of time zone differences (e.g., Eastern vs. Pacific Time).
Tips for Screening Interview

- **Write** names down as the committee members introduce themselves.
- **Speak** slowly and clearly.
- **Answer** all interview questions using examples from personal experiences.
- **Ask** the search committee to repeat a question to buy time to answer a question in the event you are not sure how to answer a question when asked.

Tips for Screening Interview

- **Ask** questions when invited, just do not say that you do not have any questions ask the following:
  - When do I expect to hear from you regarding an invitation to a campus interview?
  - What will be my teaching load being like in terms of (1) courses and (2) advisees?
- **Thank** the committee members for their time and invite them to contact you if they have any further questions or need any further clarifications.
- **Use** cheat post it notes/sheets with key information from the job description and what you know about their program.
- **Smile** throughout the interview and sit upright.

Tips for Screening Interview

- **Look** at the green dot on the computer screen when using the web camera.
- **Wear** a professional top during the videoconferencing interview. Your trousers can be casual. The upper torso of the body is visible.
- **Ensure** that there is a good Internet connection and keep the phone on standby if the video conferencing is not successful.
- **Reiterate** that you make the best candidate for the position based on what the position description in the job advertisement giving examples.
Common Questions asked in Phone Interview

- Tell us something about you.
  - The candidate should use this time to say what they have been doing to make themself suitable candidates for the position based on the job description and provide examples from your CV.

Common Questions asked in Phone Interview

- Tell us about your experience with working with a diverse student population.
  - The candidate should emphasize in their answer specifically the following:
    - Traditional and non-traditional students
    - Male and Female students
    - Various age groups and academic (Freshmen, Senior)
    - Different ethnicities of students
    - Undergraduate and Graduate students
    - Different majors
    - High School vs. College vs. University
    - Background knowledge and academic strengths and needs
    - International students vs. citizens

Common Questions asked in Phone Interview

- How do you incorporate research into your teaching?
  - The candidate may relate this question to their Masters, Ph.D. or Post-doctoral research.
Common Questions asked in Phone Interview
- What are your experiences in working with technology in lectures?
  - The candidate can emphasize the following:
    - Lecturing from PowerPoint Presentations
    - Lecturing from Prezi presentations
    - Making a YouTube video
    - Navigating and using the E-Learning website (CANVAS)
    - Utilizing companion websites for text
    - Utilization of applications (i.e., apps) that have been integrated into the E-Learning website and “Google Earth”
    - Using i-clickers
    - Use different operating systems such as a personal computer or tablet

App based learning

Common Questions asked in Phone Interview
- Tell us what you know about the position
  - The candidate should tell the search committee what they know about the position and how their qualifications compliment the department teaching and research needs.
  - (A cheat sheet is VERY USEFUL HERE).
  - Have a printed copy of the job description in front of you. Consider the sample description.
Example Description

Common Questions asked in Phone Interview

• What made you interested in working with us?
  • This question should be answered based on:
    • Qualifications & expertise and experience of the candidate
    • How these attributes can benefit the institution that they are applying for

Common Questions asked in Phone Interview

• Tell us about a time where you were able to explain a difficult concept to a student. (STAR Approach)
  • Real life experiences are always useful in this situation. If the candidate have been teaching for a while this would be very easy to answer.
    • ST: Situation or Task; A: Action taken; R: Result
Where do you see yourself 5 years from now?

The candidate should think about this question in terms of being tenured.

Be familiar with the tenure process at the university you are applying to.

Our Program is based on EXPERIENTIAL learning. What are 4 ways in which you can encourage student’s experiential learning?

There are several ways that students can acquire experiential learning. These include the following:

• Externship – shadow a professional for one day
• Internship (International or Global)
• Research Programs
• Community Service and Volunteering

What are your biggest strengths and weaknesses?

In this instance, weaknesses should be converted into strengths.
Common Questions asked in Phone Interview

- Describe your experiences in industry and how would you incorporate that into students learning?
  - Potential network and contacts for internships
  - Field trips
  - Technical experience to theoretical practices
  - Guest lecturers from industry

Common Questions asked in Phone Interview

What makes you a good teacher and researcher?
Emphasize the following attributes:
- Good rapport with the students
- Cater to different styles of learning
- Stimulate student interests
- Patient and willingness to go over a difficult concept
- Ability to incorporate research into teaching and research

Common Questions asked in Phone Interview

- On your teaching Philosophy, you mentioned several words that describes your character as a teacher, what are 3 other words that your colleagues or students would say about you and provide an example as to why.

"Students and faculty has described me as the following:
- Patient
- Facilitator
- Mentor"
Common Questions asked in Phone Interview

14. Tell us of a time where you had to deal with a difficult student (STAR approach).

Preparation for The on-Campus Interview

• Invitation to campus
  • This invitation is usually initiated by an email in which the search committee would provide the following:
    • (1) possible dates for the interviews
    • (2) instructions regarding the travel
    • (3) the interview agenda
    • (4) requirements such as presentations (i.e., a lesson or research proposal) to be made and documents needed (i.e., teaching evaluations and teaching portfolio)
Pre Campus Interview Questions to ask

• Will there be access to a computer with Internet access and speakers connected to an overhead projector?

• May I request a remote laser pointer, which I can use to transition my PowerPoint slides away from the podium?

• Approximately, how many students will be in attendance for the lesson in case I need to distribute handouts?

*Indicates that you are proactive

Pre Campus Interview Questions to ask

• What are your travel reimbursement policies? Do they include the following?
  • Reimbursement for plane fare.
  • Meals in transit to X town, and round trip to Y town.
  • Ground transportation.

Pre Campus Interview Questions to ask

• Which airport do you recommend that I arrive to and depart from, pre and post-interview process? I researched 3 of them, and I found the following:

• What hotel will I be residing at during my stay for the interview?

• Are the hotel reservations being made for me?

• Will someone be transporting me to the campus for the interview and taking me back to the hotel after the interview process?

• Will I be transported from and to the airport pre and post-interview?
Approximate Expenditures for interview

<table>
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<tr>
<th>Item</th>
<th>Expenses ($)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plane Fare</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Hotel Accommodation</td>
<td>400.00</td>
<td>Paid by the institution sometimes</td>
</tr>
<tr>
<td>Cab Fare</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Car Rental/Fuel</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Internet on plane</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>Portfolio/CV Prints</td>
<td>80.00</td>
<td>Not Reimbursed to candidate</td>
</tr>
<tr>
<td>Total</td>
<td>1,620.00</td>
<td></td>
</tr>
</tbody>
</table>

- Retain All Original Receipts for Reimbursement as well as plane tickets
- DO NOT LOOSE THEM
- Acquire a credit card for incidentals

The campus Interview

Traveling to the Interview

- The campus interview can be a very exhausting and time consuming process as the candidate is required to dedicate at least 3 – 4 days for the interviewing process. The 3 – 4 days include the following:
  - Day 1: Traveling to the campus for the interview
  - Day 2: Attending the campus interview
  - Day 3: Continuing of the interview (Seldom)
  - Day 4: Returning home
Typical on-campus Interview agenda

Interview proceedings or agenda, which normally include the following:

- Breakfast with the department chair/Faculty
- Meeting with faculty and office staff
- Presentation of a sample lesson as well as a research presentation
- Lunch with faculty and students
- Meeting with the dean of the school
- Dinner with other faculty and students

Tips when traveling to Interview

- The interviewing process can also create some economic hardships for the candidate, as they may not be paid for the days that they have to be absent from their current job.

When travelling to the interview, some tips should be considered:

- Notifying the current employer of the professional obligation vaguely as going too much in detail may present some conflict of interest, unless the current employer is in support of the candidate to seek other employment.
- Packing conservatively and strategically. For example, the candidate should pack an additional suit for the weather and occasion.
- Never checking in the bag at the airport with important materials and clothing for the interview.
- Having both cash and debit/credit card handy.
- Being prepared to reschedule the interview due to a natural disaster.
- Having handy the contact number for the committee member overseeing the transportation to the interview.
- Having a small first aid/first-aid kit ready for any emergency.
- Making sure that all electronic devices are fully charged before and after the interview.
- Making transportation or connection arrangements prior to arrival, as the candidate may have to travel on a train as well as an airplane or rent a car in a given day. Also travel with a TOM TOM GPS device should you have to drive in an unfamiliar city.
- Wearing an analog watch during the interview, have your cell phone on silent or off.
- Taking bathroom breaks when offered to freshen up. The candidate must appear energetic at all times.
- Carrying a bottle of water to drink to keep hydrated.
- Researching the search committee and the department that you are interviewing with.
Tips when traveling to Interview

- Being aware of all flight connections and look at the monitors for flight delays.
- Retaining all original receipts during the travel to and from the interview.
- Knowing dinner etiquette.
- Purchasing a note pad to write down names and important requests from the search committee during the interview.
- Eliminating jewelry from the nose, tongue and multiple earrings in the lobe of the ear.

Tips when traveling to Interview

- Reviewing the menu of the restaurant proposed for lunch and dinner in advance.
- Preparing a bank of questions for the committee, students and chair of the department performing the interview.
- Practicing questions with an interview coach at a Career Resource Center or a peer that have already gone through the process.
- Having all documents reviewed by another peer for typos and second opinions.
- Having adequate rest the night before the interview.

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See you in the next year!
Typical Academic Interview Questions

RESEARCH POSITION:
- What are your future research goals?
- How does your dissertation relate to your research interests in the future?
- What is your research agenda?
- Tell us about your experiences with quantitative/qualitative/mixed methods research.
- How did you decide on your research agenda?
- How will your research intersect with the interest of your potential colleagues?
- How can your future research plans enhance your teaching?
- What contribution is your research making to the field?
- What other research topics might you pursue?
- How do you plan to fund your research?
- How many publications do you plan to write for this particular project?
- How many presentations (and where) do you plan on for this project?
- How interested are you in collaborating with other faculty in other disciplines?

TEACHING POSITION:
- Tell us about your teaching methods, philosophy and goals.
- Tell us about your experiences working with diverse students.
- What was your best, worst, and average teaching evaluation?
- What kinds of pedagogical training would you need as a beginning assistant professor?
- What are your teaching strengths and weaknesses?
- How might you structure an introductory course in the field?
- What are your primary goals when teaching an introductory course?
- What do you most look forward to teaching?
- We need you to teach [a particular class/subject]. How would you approach the course and how do you feel about the subject?
- What are your biggest challenges teaching?
- Tell us about a time when you successfully managed a difficult student and a time when you did not successfully manage a difficult student.
- What students do you find most challenging to teach?
- What do you know about the typical students at this university?
- What sort of teaching technologies have you used before in your courses?
- How comfortable are you teaching via distance education courses?

SERVICE POSITION:
- Tell us about your service experiences.
- How have you managed your service commitments with teaching, office, hours, and research in the past?
- We need you to serve on the ___ committee. Would you be comfortable serving on that committee?
- What kinds of committees do you enjoy and why?
- What expectations do you have for service as an assistant professor?
- What professional memberships do you hold and why did you become a member?
COLLEGIALITY:
- Tell us about your communication and teamwork skills.
- How do you successfully handle disagreements?
- Tell us about a time during your graduate education you were faced with a political situation. What was the outcome?
- How have you decided authorship (etc.) in the past?
- Tell us about your experiences working with others on a project before?
- How do you approach working with diverse students and/or colleagues?

FROM THE DEAN:
- How do you see yourself fitting in with the university’s/college’s/department’s mission?
- What grants have you received before and what plans do you have to fund your research?
- What is your research agenda and how does that benefit this college or university?
- Why do you want to work for this university?
- What will be the easiest and most difficult for you to obtain tenure?
- What do you think could be streamlined in your department if you were hired?
- Have you ever been informally disciplined for student complaints before? If so, what occurred?
- Have you ever been formally disciplined for student complaints before? If so, what occurred?
Academic Interview Questions To Ask

TO THE CHAIR:

1. What are the strengths and weaknesses of the department? The institution?
2. Is the administration supportive of the department and its program? How does that support manifest itself?
3. What are the immediate needs of the geology program? How do you see me fitting into those needs?
4. Where do you see this department, five years from now?
5. What are the relationships like among the various departments in the college/university?
6. How are departmental decisions that affect the faculty made?
7. What behaviors are valued in this department?
8. What are the procedures for promotion and tenure?
9. Are salary raises computed on a percentage basis or a sum increase? What has been the past "track record" for raises?
10. What kinds of monies are available to cover professional convention expenses?
11. What other resources are available, such as research assistants, teaching assistants, computer services, research space, and secretarial assistance?
12. How do you handle transportation for field trips? How does that work?

TO THE DEAN

1. How do you perceive the department in relationship to other departments in the college/university? How do you perceive the college in relationship to other colleges in the university?
2. Five years from now, where would you like to see the college? the department?
3. How is the economy affecting the financial budget for the university? the college? the department?
4. What are the strongest departments on campus? the "up and coming" departments? What do they do particularly well?
5. At a publicly-funded institution: What is the legislative atmosphere in the state regarding funding for higher education?

TO THE SEARCH COMMITTEE:

1. Where is the committee in the job selection process? How many people are you bringing to campus? What is your timetable for making a decision? When can I expect to hear from you?
2. How did this position become open?
3. Who was in this position previously? Why did they leave? What did this previous person do well in their job? What do you wish he/she had done differently?
4. If you had magical powers, and could create the perfect person for this job, what would that person be like?
5. What does the work load consist of in terms of courses, advisees, etc.? 
TO THE DEPARTMENT FACULTY:

1. What are the strengths and weaknesses of the program?
2. How do you evaluate the strengths and weaknesses of the program?
3. What are the challenges currently facing the department or program?
4. How would you describe the ideal candidate for this position?
5. What kind of research is being done within the program? within the department?
6. Do you do collaborative research with other faculty members, either in this department or in other departments?
7. What is the expected course load? number of advisees?
8. What are the students in the program like? How are they selected/recruited? What have your graduates gone on to do?
9. What do you like best about working here?
10. What are the areas of conflict in the department? How is the conflict handled?
11. How would you describe [name] as a department chair? For how long is he/she going to continue to be chair?

TO THE STUDENTS:

1. What are the strengths of the program here?
2. What do you wish for, that you don’t have, as a student in this department?
3. What are your professional goals? after graduation? in five years?
4. If you know some recent graduates, what are they doing now?
5. Who amongst the faculty do you think does a great job? What do they do particularly well?
6. Especially for graduate students, or some highly competitive undergraduates: How many of you have published an article in a professional journal? presented at a national convention? belong to national professional organizations?