INTERVIEWING

Academic
On campus interviews typically last 1-3 days. Typically you will have several rounds of interviews in which you will likely meet fellow professors in the department, students (undergraduate, graduate or both), departmental chair, and search committee members. You may be interviewed individually or in small groups. Ask for an itinerary to help you prepare.

Interview Tips:
• *Know your audience*. Ask the interview coordinator who you will present to and be interviewed by.
• *Research*. Understand the school, the department, and the specific research of the faculty.
• *Dress*. Wear professional clothing. Wear comfortable shoes because you will likely be given a tour.
• *Bring extra copies of your CV*. Not everyone interviewing may have received it.
• *Avoid sensitive topics*. Politics, religion, family status and so on should NOT be discussed during formal interviews or during informal meetings.
• *Be “on” at all times*. Even if you are not speaking to someone on the search committee, you never know who knows who, and who might be influential in the final hiring decision. Be polite to everyone you encounter.
• *Ask questions*. Prepare several questions for each set of interviews. Write them down before the interview, bring them with you in a padfolio/binder, and refer to them at the end of each interview.
• *Write a thank you note*. Send individual thank you cards to each person you interviewed with if possible.

Common Questions:
1. Will you have your dissertation completed by the start of the next academic year?
2. What direction do you expect to see your research to take in the future?
3. What areas of teaching do you want to work in and what could you handle if you had to?
4. What is your teaching philosophy?
5. Do you plan to apply for any funding? Do you have grant writing experience?
6. How do you address culture, language, ethnicity, race in your courses? Give me an example or an activity that helps teachers/researchers talk about these issues.
7. Why are you interested in our school/department?
8. Would you be able to take on a student immediately?
9. Please summarize your dissertation project.
10. How do you integrate technology in your teaching/lab activities?
11. How would you balance research and teaching?


About.com – Academic Job Interview: [http://gradschool.about.com/cs/academicinterview/a/acadintask.htm](http://gradschool.about.com/cs/academicinterview/a/acadintask.htm)

Types of Interview Questions: [http://www.career.uga.edu/interviewing/sample_interview_questions](http://www.career.uga.edu/interviewing/sample_interview_questions)

**Job Talk**  
This is designed to give a brief overview of the research you have conducted, but do NOT make the mistake of making your talk to technical! There may be members on the search committee that are unfamiliar with your area of expertise and come from other outside departments. This talk is simply designed to showcase your teaching style. Be sure to define technical terminology that may not be familiar to some of your search committee members.

Focus on the organization of your presentation and your voice quality. Practice with your professors if possible, as well as with someone outside of your field. Ask for feedback to see if your topic was well organized and relatively easy to follow. Discuss how your research will contribute to the larger picture. If you see ways in which your research could partner well with another current professor's work, mention it! Be sure that your comments do not come across as a critique; rather, how your research would be an added benefit to the department.

**Phone Interviews**  
In the job search process, employers will often request a phone interview. Phone interviews are typically brief and convenient as they do not require travel. Though brief, it is important to keep in mind that you are still making an impression during a phone interview through your thoughtful responses, tone, and preparedness.

Some general phone interviewing tips to keep in mind:

- Try to obtain a quiet space where you can concentrate and avoid distractions.
- If possible, use a landline phone instead of a cellular phone to avoid losing service or being disconnected.
- Avoid wearing sweatpants or pajamas. Obviously the employer cannot see you over the phone; however, being appropriately dressed will likely make you feel more prepared and professional and enhance the quality of your responses.
- Keep a notepad and pen with you. That way, you can write down the interviewers’ names as well as key words in the interview questions. This will make your responses powerfully direct.
- It is okay to ask for a question repeated. It is also okay to ask for a brief moment before you respond. Remember: brief.

The following websites contain more helpful information on phone interviewing:

[http://www.collegegrad.com/jobsearch/Phone-Interviewing-Success/](http://www.collegegrad.com/jobsearch/Phone-Interviewing-Success/)
CNN video on telephone interviews: