

Preparing for the Academic Job Market IV:
Interviewing, the Job Talk, and the Teaching Pitch

Tuesday, November 8, 2016



Graduate School Professional Development Activities Checklist

	Department and Discipline	Research	Teaching	Career	Ethics
All Stages	<ul style="list-style-type: none"> <input type="checkbox"/> Read the key literature in your field <input type="checkbox"/> Meet departmental milestones 	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for grants and fellowships <input type="checkbox"/> Participate in academic writing workshops 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Kaneb Center workshops <input type="checkbox"/> Visit Kaneb Center web site for updates and announcements 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify transferable skills <input type="checkbox"/> Attend job talks, lectures and seminars in your department <input type="checkbox"/> Build your CV or Resumé 	<ul style="list-style-type: none"> <input type="checkbox"/> Reflect on the ethical dimensions related to your research <input type="checkbox"/> Attend ethics and compliance lectures <input type="checkbox"/> Attend Ethics Cafés
Early Stage (coursework; pre-doctoral)	<ul style="list-style-type: none"> <input type="checkbox"/> Learn about programs and resources <input type="checkbox"/> Synch to the professional development calendar <input type="checkbox"/> Develop a strategic plan with your academic adviser <input type="checkbox"/> Meet with your subject librarian <input type="checkbox"/> Develop a network of faculty and advanced graduate students within your department 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore resources for internal and external grants and fellowships <input type="checkbox"/> Sign up for PIVOT and register professional profile <input type="checkbox"/> Create a research action plan to maximize opportunities <input type="checkbox"/> Build international and interdisciplinary network <input type="checkbox"/> Learn about engaged research and ways to apply to your scholarship 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Kaneb Center programs and resources <input type="checkbox"/> Attend TA Orientation <input type="checkbox"/> Begin working toward teaching certificates <input type="checkbox"/> Start building portfolio <input type="checkbox"/> Consider teaching a Social Concerns seminar <input type="checkbox"/> Consider attending the Community Engagement Teaching Institute at the Center for Social Concerns 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Career Center programs and resources <input type="checkbox"/> Acquire a professional outfit <input type="checkbox"/> Complete a self-assessment <input type="checkbox"/> Build your campus and professional network 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore Office of Research, Reilly Center, and Center for Ethics and Culture <input type="checkbox"/> Complete Responsible Conduct of Research (RCR) training <input type="checkbox"/> Complete the required ethics workshop <input type="checkbox"/> Attend workshops on work/life balance, time management, and goal-setting
Mid Stage (master's research; candidacy exams)	<ul style="list-style-type: none"> <input type="checkbox"/> Assess your strategic plan <input type="checkbox"/> Pursue leadership and service options (e.g., GSU) <input type="checkbox"/> Join professional organizations and build your external network 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and present at conferences <input type="checkbox"/> Volunteer as a journal reviewer <input type="checkbox"/> Present to public audiences and/or K-12 students 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a mentored teaching experience <input type="checkbox"/> Take a summer teaching course and join a summer reading group <input type="checkbox"/> Arrange for teaching observation/consultation <input type="checkbox"/> Draft a teaching philosophy statement 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore career opportunities for your field <input type="checkbox"/> Draft application materials <input type="checkbox"/> Determine use of Resumé or CV <input type="checkbox"/> Seek internship opportunities 	<ul style="list-style-type: none"> <input type="checkbox"/> Mentor junior students <input type="checkbox"/> Explore resources of the Center for Social Concerns <input type="checkbox"/> Complete a course or graduate student fellowship through the Center for Social Concerns
Late Stage (dissertation; job search)	<ul style="list-style-type: none"> <input type="checkbox"/> Request references and identify job opportunities <input type="checkbox"/> Write and practice your job talk <input type="checkbox"/> Attend a dissertation defense <input type="checkbox"/> Report placement to Graduate School 	<ul style="list-style-type: none"> <input type="checkbox"/> Form a dissertation reading/writing group <input type="checkbox"/> Publish your research <input type="checkbox"/> Devise a 5-year research plan <input type="checkbox"/> Apply for dissertation fellowships <input type="checkbox"/> Identify funding sources for continued research 	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for an advanced teaching certificate <input type="checkbox"/> Pursue "Instructor of Record" opportunities <input type="checkbox"/> Finalize portfolio <input type="checkbox"/> Develop teaching demonstration for academic interview 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize job application materials <input type="checkbox"/> Tap into your professional network for job opportunities <input type="checkbox"/> Network with Notre Dame alumni <input type="checkbox"/> Participate in a mock interview <input type="checkbox"/> Prepare to negotiate 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in an ethics class <input type="checkbox"/> Reflect on the ethical implications of your dissertation topic <input type="checkbox"/> Acquaint yourself with the integrity and ethics statements of each of the professional societies you are a member of

Commonly Asked Interview Questions

- Why do you want to work here?
- What is your current research agenda? What are your future plans for research?
- What are the broader implications of your research?
- Have you looked at any grants or other ways to support your research?
- What journals/presses do you plan to submit your research to?
- How might you integrate students into your research?
- How does your research inform your teaching?
- What is your general teaching philosophy?
- Tell us a little about your teaching experience.
- How would you teach ___ class?
- What courses would you like to teach?
- What course (that we don't currently offer) would you like to develop?
- What types of service might you engage in at our institution?
- How would you mentor undergraduate/graduate students?
- Do you have any questions for us? (Never say no!)

Most employers cannot ask questions that would appear to discriminate on the basis of sex, gender, race, nationality, religion, or age. However, not all individuals you interact with will be aware of these rules. If you find yourself being questioned about identity characteristics, it is best to try to redirect the question back to your qualifications and fit for the position.

Questions to Ask in an Interview

To Faculty

- What is the relative importance of teaching, research, and service for tenure?
- What is the nature of the tenure review process? What percent of faculty achieve tenure?
- How many undergraduates and graduate students are there currently in the department? How has this changed over time?
- Tell me more about your student population.
- What do students do after graduation?
- How well does the library meet departmental needs?
- For this position, what would the typical breakdown of courses look like? (Introductory, advanced, interdisciplinary course load)
- How does the department/college support teaching on campus?
- Where is the department going in the next couple of years?
- What resources for research are available in the department/college?
- Is there an office on campus that assists in grant writing?
- How are graduate students supported?
- How does advising work on campus?
- What are the faculty and departmental community like?
- What service is required of junior faculty members?
- What would a new professor need to know? Is there anything you wish you'd known when you started?
- What is the timetable for the remainder of the search?

To Administrators

- What is the relative importance of teaching, research, and service for tenure?
- What is the nature of the tenure review process? What percent of faculty achieve tenure?
- Tell me more about your student population.
- How does the college support teaching on campus?
- What resources are available for research on campus?
- What is the long-term plan for the institution?
- What makes a good faculty member at your institution?

To Students

- What do you like about this institution?
- What courses have you especially liked? What about them did you like?
- What courses do you wish you had?
- What is it like to be a ___ major here?
- Why did you choose this institution?

General Interviewing Tips

- Portray yourself as a potential colleague, not a graduate student
- Show enthusiasm for your work and the job position
- Know your audience: review information about the position, faculty, department, institution, and mission
- Do not be afraid to make reasonable accommodation requests if you have dietary restrictions, medical needs, if you are pregnant or breastfeeding, etc.
- Ask questions about the expectations for any public talks you will be doing (teaching demonstrations, research talks, etc.)
- Before you leave for a campus interview, practice (in front of an audience) all public talks you will be doing
- Prepare questions ahead of time for your meetings, and always ask questions
- From the minute you get on the airplane for the start of your interview to the minute you get off at the end of your interview, you must always be “on”
- Always dress professionally, even when travelling
- Bring copies of your CV and other materials you might distribute
- Be extremely careful with alcohol at campus dinners or other events
- Follow up all interviews with thank you notes (to everyone you meet)
- Use your resources on campus to help you prepare!

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