Preparing for Phone & Campus Interviews in Your Academic Job Search

Dr. Susan Martin, Program Director
smarti18@umd.edu

Spring 2019
Introductions

- Name
- **PhD students**: Program and year in your studies (i.e. Anthropology, first year)
- **if you are a Postdoc**: what lab/unit, Where/when you earned your PhD, area of research
- Why did you decide to come to this session? What do you hope to gain?
Today’s take-aways:

• Basic structures of screening and campus interviews
• Tips for effective phone and Skype screening interviews
• Tips for on campus interview
• Resources to help you prepare
• Share your experiences and learn from each other
Your faculty mentors are excellent sources of information about the academic job search process in your discipline!
Small Group Discussion

• What kind of academic jobs are graduates of your program applying to and being offered?

• What kind of advice/information has your advisor, other faculty, or recent alumni provided about academic interviews?
Institutional Settings to Consider-Explore the Differences

- Research Universities
- HBCUs and HSIs
- Teaching Universities
  - Regional State Universities (some high research)
  - Small Liberal Arts Colleges
  - Elite, mid and lower ranked
  - Religiously affiliated
- Community Colleges
- K-12; private high schools
Academic Job Search Books

The Professor Is In: The Essential Guide To Turning Your Ph.D. Into a Job
Book by Karen Kelsky

The Academic Job Search Handbook
Fifth Edition
Julia Miller Vick
Jennifer S. Furlong
Rosanne Lurie
Copyrighted Material
Important information sources
Tenure Track Position Timeline: From “Line” to “Candidates” to “New Hire”

1. The Line—an authorization to hire in (X) is granted in the fall one year before the candidate will be hired.
2. Committee writes the ad and its voted on in the spring and is posted in August/September in The Chronicle and other venues.
3. Review conducted after the deadline and a “long short list” is compiled. Screening interviews conducted. Phone or Skype.
4. “Short short list” (5 names) is finalized (Oct-December).
5. Campus visits in January/February (or earlier).
6. Candidates are ranked, faculty vote, decision is made
7. Offer, negotiation, contract…..NEW HIRE!
Interview 1-Phone/Skype Conference Interviews

• Phone & Conference Interviews are all about first impressions. 30-45 minutes
• Prepare by asking who will be there and do your research about the department, faculty, courses, institution
• Make a one page summary/cheat sheet
• Practice typical questions
• Prepare a list of questions to ask
• Prepare environment if this is an online video interview
Advice

• Practice and get comfortable with authentic responses to, *Tell us about yourself?* and *Why are you interested in this position?*
  • organize around your “pillars”- the 3-5 things that make you a great fit and that you want them to know about you.
  • make response relevant to the specific position

• Be concise and focused, 1-2 minute answers BUT not “rehearsed”

• Practice and use STARR method
Add another R=Relate it to this position!
What have your experiences been with phone/Skype interviews?
ty8MXh0PDxmd
Resources

Rocking the Phone/Skype Interview

Commonly Asked Questions in Academic Interviews
Interview 2-The Campus Visit

- Deciding the date
- Email correspondence
- 30 minute visits with faculty in the department
- Visits to Library/Centers/other resources
- The Job Talk and/or the Teaching Demo
- Q&A after the job talk
- After talk reception
- The Search Committee Interview
- Meeting with the Dean/Provost
- Tour
- Meals with faculty and graduate students
- Meeting with the Department Head
- Thank You Notes (department head, search committee chair, other faculty and administrative assistant who made the arrangements)
Advice

• Carefully review itinerary and travel arrangements and reimbursement procedures. Ask questions.
• Research the dept, faculty, student demographics, mission, current news
• Continue developing responses and practicing answers related to the specific position
• Write down questions for each audience you will meet
• Repeatedly practice and get lots of feedback on your job talk and/or teaching demo
• Assume that you are always “on”. Pace Yourself.
What have your experiences been with campus interviews?
Resources

The Hiring Process at Teaching Colleges - Chronicle Vitae, Rob Jenkins

Questions to ask (and be prepared to answer) at academic job interviews, collected from diverse sources Kathryn L. Cottingham, Dartmouth College Dept. of Biological Sciences

The Campus Visit Part 1 - The Professor is In website, Karen Kelsky

Preparing for Your Campus Visit - Chronicle Vitae, Karen Kelsky
Job Talk and/or Teaching Demo Resources

How to Organize a Job Talk - Chronicle Vitae, Karen Kelsky

The Teaching Demo: Less Power, More Point - The Chronicle of Higher Ed, Rob Jenkins

Practice with your fellow doc students, get feedback at the Graduate School Writing Center
Large Group Activity: What questions do you have?

Sharing what you know with each other.
Career Services at Maryland

- University Career Center & The President’s Promise
  - Careers4Terps (C4T)
  - appointments with me through C4T workshops, panels, networking events, fairs

- Engineering Co-Op & Career Services
  - Careers4Engineers (C4E)
  - walk-ins Daily 8:30-4:15
  - workshops, events, fairs

- Robert H. Smith School of Business Career Services

- School of Public Policy Career Services
Career Self-Management Competencies

1. **Know yourself** (interests, skills, and values). Communicate convincingly about your transferable skills and strengths.

2. Able to **name the specific type of jobs** you are looking for within specific **industries** and understand the qualifications and typical career paths.

3. Keep up with discipline/industry trends. **Continue to develop required skills.**

4. Effectively build, maintain and utilize your professional **network** at all stages of your career. Use it for gaining information, job search assistance, and identifying opportunities.

5. Manage a professionally branded and effective **online presence.**

6. Know **sources of postings.** Understand application processes & timelines.

7. Able to **draft, edit and tailor documents** (CV, resume, cover letters, email correspondence, letters of acceptance and decline...).

8. Master the art of effective **interviewing.**

9. Able to effectively **negotiate and accept/decline offers.**

10. Accepts responsibility for ongoing career and professional development. Maintains **positive mindset and demonstrates resilience.**
Office of Postdoctoral Affairs

• Dr. Blessing Enekwe
• Newsletter, Facebook Group, Website Resources
Dedicated services for students with accommodations and disabilities.

At each stage of the recruitment, hiring, and onboarding process, you may need to consider how your accommodations or disability will affect your performance. We will work with you to understand: What counts as a disability?

Visible and invisible (e.g., ADHD, mental health challenges, learning disabilities)

Recent programs have included:

❖ Internship and employment opportunities for students with accommodations or disabilities
❖ Disclosure: should you or shouldn’t you? Why? When? How?
❖ Rights and responsibilities: your and theirs
❖ Resources: Accommodations/disability in the workplace

CONTACT: Nancy Forsythe, MA, EdS.
University Career Center & The President's Promise
Specialist/ Disability Employment
nforsyt2@umd.edu, 301-314-1370, 3100 Hornbake Library, South Wing
Do you leverage associations & conferences?

- American Institute of Physics
- American Psychological Association
- American Historical Association
- Modern Language Association
- American Chemical Association
Documents to Perfect

- CV
- Cover letter
- Teaching Philosophy
- Teaching Portfolio (maybe)
- Research Statement
- Diversity & Inclusion Statement
- Website or e-portfolio
- LinkedIn site to connect with other UMD alumni
CV & Document Advice

Resources

• Your advisor, mentors, faculty, department
• Books
• Online examples ([Harvard](#), [MIT Career Guide](#))
• Professional association resources (i.e., MLA)
• Teaching & Learning Transformation Center
• Versatile PhD examples of Resume vs. CV
• [CIRTL](#)
• Future Faculty Program (Clark School of Engineering)