Academic Interview Practice: Questions Worksheet

Research Questions

Tell me about your research.
What has been the greatest challenge in your research?
What are your plans for publishing?
How do you plan to support your research?
How will you seek funding to support your research?
In what journals do you plan to submit your research?
What are you currently working on? What is your five year plan?

Teaching Questions

How would you describe your teaching style?
How has your research influenced your teaching?
What is your teaching philosophy?
Describe how you’d teach an introductory survey course in your discipline (or an advanced seminar)?
What courses would you like to teach?
What course, not currently in our catalogue, would you like to develop?
What are your plans for integrating students into your research?
What textbook would you use in a particular course?
What classes have you taught?
How do you structure your courses?

Personal Experience/Quality Questions

Why should we hire you?
Tell me about yourself.
Describe yourself.
How would others describe you?
What is your greatest failure, and what did you learn from it?
What irritates you about other people, and how do you deal with it?
What was the most difficult period in your academic life, and how did you deal with it?
What assignment was too difficult for you, and how did you resolve the issue?
Tell me about a time you led a project and what was its outcome?
Give me an example of how you manage multiple tasks?
Give me an example of a time that you felt you went above and beyond the call of duty at work.
Give me an example of your leadership style.
Fit Questions

*How do you see yourself contributing to our department?*
What is your work style?
Why do you want to work here?
What's your ideal work setting?
If I were a dean asked you to do something that you disagreed with, what would you do?
Tell me about a time where you had to deal with conflict with your mentor

Listener Guide

*Keep these items in mind when observing your interview partner*

<table>
<thead>
<tr>
<th>Nonverbal Communication</th>
<th>Verbal Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Eye Contact</td>
<td>--Answered question that was asked</td>
</tr>
<tr>
<td>--Friendly Demeanor/Smile</td>
<td>--Expresses ideas clearly, concisely</td>
</tr>
<tr>
<td>--Energy/Enthusiasm Level</td>
<td>--Articulates accomplishments</td>
</tr>
<tr>
<td>--Vocal Clarity/Tone/Pitch</td>
<td>--Gives examples to illustrate selling points</td>
</tr>
<tr>
<td>--Posture</td>
<td>--Answers indicate a positive attitude</td>
</tr>
<tr>
<td>--Portrayed self confidence</td>
<td>--Emphasized strong points</td>
</tr>
</tbody>
</table>
Academic Interview Practice: Post Summary

Complete this form when you are done practice interviewing today to help you remember what you discovered during your practice session.

The three things that made my interview practice a success were:

1. 
2. 
3. 

The three things I would change about my interview approach include:

1. 
2. 
3. 

For each of these three things, I am going to take the following action to improve for future interviews:

1. 
2. 
3. 

Which of your interviewer’s question(s) were difficult to answer? How would you respond differently if asked this question(s) again?

1. 
2. 
3.
# Academic Interview Practice: Interview Preparation Checklist

<table>
<thead>
<tr>
<th>To-Do Item</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify 3-5 main themes for my candidacy (fit to the position)</td>
<td></td>
</tr>
<tr>
<td>Complete Interview Preparation Grid</td>
<td></td>
</tr>
<tr>
<td>Conduct self-evaluated practice</td>
<td></td>
</tr>
<tr>
<td>Participate in peer-evaluated practice</td>
<td></td>
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<tr>
<td>Engage in video-taped practice</td>
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</tbody>
</table>

## Practice Formats

- **Self-Evaluation**: Identify interview questions and write out your responses. Take your self-evaluation a step further by practicing in front of a mirror.

- **Peer Evaluation**: Seek out the eyes and ears of a trusted friend, significant other or peer graduate student who will be honest with you. Role-play the interview by giving your peer-reviewer a specific job posting and a list of questions. Instruct this person to ask the questions randomly and to even make up some of his or her own. You can also ask your helper to watch your self-made video. Provide a review sheet indicating what elements you would like your peer-reviewer to pay attention to.

- **Video Tape Evaluation**: Videotape yourself participating in a mock interview either by looking into a webcam and answering questions, or even better by recording one of your peer-to-peer practice sessions. Review the footage paying as much attention to your non-verbal communication as the content of your answers.
### Academic Interview Practice: Interview Prep Grid

<table>
<thead>
<tr>
<th>Skill/Attribute/Quality</th>
<th>Situation/Task</th>
<th>Action/Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership skills</td>
<td>Led interdisciplinary writing group, which involved coordinating weekly meetings and planning chapter review process.</td>
<td>Collaboratively planned 12-week agenda. Shared leadership while providing support. Led group discussions. 95% attendance rate; asked to lead second group.</td>
</tr>
</tbody>
</table>
The STAR technique or How to Organize Interview Responses

There are techniques, like STAR, to help you organize your story, and successfully handle interview questions.

<table>
<thead>
<tr>
<th>S</th>
<th>Briefly, describe the situation that you were in or the task that you needed to accomplish. You want to describe a specific event or situation, not a generalized description of what you have done in the past that will help illustrate a point during an interview. This is the “set-up” for the next two sections. You will want to spend the most time describing your actions and results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Action you took</td>
</tr>
<tr>
<td></td>
<td>Describe the action you took and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did -- not the efforts of the team. Don’t tell what you might do, tell what you actually did. Paint a vivid picture of your approach and behavior in a given situation.</td>
</tr>
<tr>
<td></td>
<td>Results you achieved</td>
</tr>
<tr>
<td></td>
<td>What happened? What were the outcomes? What did you accomplish? What did you learn? The results do not need to be positive, but you should demonstrate your understanding and learning from outcomes that were less than optimal. Be intentional and deliberate in this story telling.</td>
</tr>
</tbody>
</table>

Other Questions to consider when preparing

1. Personality traits or skills that are job related.
2. Examples of experiences that demonstrate the above traits/skills.
3. List 3-5 accomplishments that would be of interest to the person interviewing.
4. What are the 3 most important things the interviewer should know about you?
5. What concerns might an employer have about you and what will alleviate those concerns?
Academic Interview Practice: Resources for Sample Questions, Interview Types, and Tips


https://postdocs.mit.edu/sites/default/files/images/Effective-CV-Academic_Interviewing_and_Job_Search-2010.pdf

https://careercenter.umich.edu/article/academic-interviewing

http://www.apa.org/careers/resources/academic/interview.aspx

http://www.acsu.buffalo.edu/~jbeebe2/IntvQs.htm

http://graduate.dartmouth.edu/careers/services/interview/acad.html

http://icc.ucdavis.edu/mpp/index.htm

http://grad.uchicago.edu/academic_career_development/career_exploration_planning/grad_career_guides/

http://www.quintcareers.com/sample_behavioral.html

http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm

http://www.quintcareers.com/phone_interview_etiquette.html

http://jobsearch.about.com/od/salaryinformation/a/salarynegotiat.htm