Resources for Sample Questions & Helpful Interview tips:

The Career Center Resources:
http://careercenter.umich.edu/article/interviewing-overview

Academic Job Search
http://careercenter.umich.edu/article/academic-job-search
http://www.acsu.buffalo.edu/~jbeebe2/IntvQs.htm

Non-Academic Job Search
http://careercenter.umich.edu/article/non-academic-job-search
http://careercenter.umich.edu/article/phd-transferable-skills

Not-for-Profit:

Government Jobs:
http://govcentral.monster.com/benefits/articles/340

Case Interview:
http://www.caseinterview.com/
http://www.quintcareers.com/case_interviews.html

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

Phone Interview:
http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm
http://www.quintcareers.com/phone_interview_etiquette.html

Salary Negotiation:
http://www.careercenter.umich.edu/students/salaryrelocation.html
http://jobsearch.about.com/od/salaryinformation/a/salarynegotiat.htm
Sample Interview Questions:

• Describe your research. What are you currently working on? What is your five year plan?
• 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 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?
• How does your research inform your teaching?
• What are your plans for integrating students into your research?
• Why do you want to work here?
• What textbook would you use in a particular course?
• What classes have you taught?
• How do you structure your courses?
Opportunity

- Exchange of information
- Competence

Fit
The Career Center Framework
BASIC INTERVIEW STRUCTURE

Greeting/Ice Breaker
Employer Questions
Candidate Questions
Closing and Next Steps
BE PROACTIVE

Know

Format
Whom you will be meeting with
Position/institution/colleagues
Your materials
What to wear
KEY DISCUSSION POINTS FOR ACADEMIC INTERVIEW

- Dissertation
- Future Research Interests
- Teaching
- Interest in Institution
Demonstrate you’re doing interesting work and that you can talk about it.

Prepare for variety of people from in your discipline and outside of your discipline.

Approach conversation as a colleague not a student.
FUTURE RESEARCH INTERESTS

Think beyond dissertation

Don’t be afraid of tentative ideas

Consider the fit with department

Consider funding sources
TEACHING

Align with the orientation of department

Distinguish your approach with examples
CONVEY INTEREST in Institution & Department

• Demonstrate fit as well as talent

• Personalize and connect institution to self

• Know the distinct personality of school/department
SCREENING INTERVIEW - MANAGING CHAOS

Speed & First Impressions

Know the logistics of the conference
Clarify time/location for each interview
Bring extra copies of documents
Be reasonable in setting your schedule
Practice brief, concise responses

Act like a future colleague

Know whom you are interviewing
Profile the department
Know your strengths in relation to them
Be prepared to connect their work to yours

• Be succinct
• Identify core themes
CAMPUS INTERVIEWS

More complex, varied interactions

Generally one of very small group

Fit becomes even more important
POTENTIAL FORMATS

Campus Interview

Presentation to faculty
Lecture to a class
Group interview(s)
Individual meeting(s)
Meals
Reception
QUESTIONS

Research
Teaching
Service
Interest in dept
Career choices
Questions for them

“Tell me about your research. Where will your research take you next? How will you fund your research program? How will you involve students in your research? What courses would you like to teach? How would you teach this course? What approach would you take? How would you deal with limited resources? About how you will "fit" in the department? What attracted you to this particular position? Where would you like to be five years from now? How do you feel about living in a big city/a small town? And...”

(Don’t forget to prep for Illegal questions)
Simplify:
PREPARE FOR CATEGORIES OF QUESTIONS

Open Ended
Behavioral
Negative
Strengths/Weaknesses
Case Scenarios
Simplify:
IDENTIFY A FORMAT FOR PREPARATION

Situation
Task
Action
Result
Examine and Manage:

Non-Verbals

- Body language
- Attire
- Tone
FRAMEWORK FOR PERCEPTION & SELF-PROMOTION

Johari Window

<table>
<thead>
<tr>
<th>Known to self</th>
<th>Not known to self</th>
</tr>
</thead>
<tbody>
<tr>
<td>Known to others</td>
<td>Arena</td>
</tr>
<tr>
<td>Not Known to Others</td>
<td>Façade</td>
</tr>
</tbody>
</table>

Ask →

Tell ↓
YOUR PRESENTATION

What → Presentation to faculty or teaching a class

So → Can make you stand out

What → Compensate for other areas

Now → Assesses: research & presentation skills

What → Be prepared for challenging questions
THE DINNER

Informal, but still an interview
Engage others in conversation
Avoid controversial topics
Remember you are not in the club yet!
Practice your manners, please
Leave cell phones in your pocket
WHAT DO YOU THINK?

Fit or no fit?
Yes or no?

Location and physical setting
Department
Students
Institution
What else matters to you?
ALSO...

Ask questions to express interest
Observe colleagues & supervisors
Leave time to visit city or town
Don’t discuss salary without an offer
TIE-UP
LOOSE ENDS

Leave knowing next steps

Use *thank you* to reinforce points

How to handle receipts