



“You’ve been contacted for  
an interview.  
Now what happens?”

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# SESSION OBJECTIVES

**By the end of this session, you should be able to:**

- o Describe basic elements of the job interview
- o Appreciate the importance of preparation and mentoring in the interview process

# BASIC CHARACTERISTICS

## o **Goal**

- o Topics: research, teaching, level of interest
- o Intangibles: fit, potential, tenurability

## o **Types**

- o Phone
- o Campus visit

## o **Structure**

- o Highly - standardized questions
- o Not at all - conversational

## o **Pearl: The interview is far more like ordinary professional conversations than different from them**

# SAMPLE SCHEDULE

TIME	ACTIVITY
7:30-8:45 a.m.	Breakfast with Dr. A. Pick up in hotel front desk area
9:00 a.m.	Dr. B
10:00 a.m.	Dr. C
11:00 a.m.	Dr. D
Noon-1:00 p.m.	Lunch with graduate students
1:00 p.m.	Dr. E
2:00 p.m.	Dr. F
3:00 p.m.	Dr. G
3:30-4:00 p.m.	Prepare for seminar
4:00-5:00 p.m.	Seminar
6:00 p.m.	Dinner with Dr. H and others

# WHAT WILL BE DISCUSSED?

- **Your research**

- Current
- Future

- **Teaching**

- Existing courses
- New course

- **Interest in the Institution**

- Appeal
- Synergy

- **Pearl: Be prepared to tell your story again and again with enthusiasm.**

# No-No's

- o **Q: Do you plan to have children?**
- o A: Interesting that you asked that. Are you concerned about my commitment to the position? Let me tell you about my research plans for the next several years.
- o **Q: What does your spouse do?**
- o A: (Does it work to your advantage?). We're fortunate that he does organizational behavioral management and that he can work anywhere.
- o **Pearl: Remain pleasant and try to establish relevance.**

# PREPARATION TIPS

## o Know where you are going

- o Size
- o Mission
- o Faculty research interest
- o Student body
- o Courses and programs

## o Practice

- o Career services
- o Colleague(s)
- o Record yourself

# SAMPLE QUESTIONS

## o Research

- o Tell me about your current research?
- o What do you think about \_\_\_\_\_ (comes up with something recently published in your field)?
- o What are your research plans for the next two/five/ten years?
- o I see you have very few publications...
- o Why didn't you finish your dissertation sooner?



# SAMPLE QUESTIONS

## o Teaching

- o What is your teaching philosophy?
- o I see from your CV that you've taught "X", what was the experience like for you?
- o What do you think is the optimal balance between teaching and research?

# SAMPLE QUESTIONS

## o **Other: Department, School, Career Choices**

- o Why are you interested in this position? This kind of institution? This department?
- o How do you feel about living in a small college town?
- o Who else is interviewing you?
- o What kind of salary are you looking for?
- o What will it take to persuade you to take this job?

# SAMPLE QUESTIONS

*o* **Do you have any questions for me?**

*o* What do you like best about the department?

*o* What has been your experience in building research teams here?

*o* In what direction do you think the department will go in the next 5 years?

*o* How much teaching is expected and how is it evaluated?

*o* How are graduate students funded?

*o* What constitutes service? How much is expected?

# DEALING WITH NERVOUSNESS

## ○ Use introductory “structuring” phrases

- That’s an interesting question. Let me take a moment to think about that.
- I’ve never considered it from that point of view, but perhaps...
- I’m sorry but I don’t understand your question. Do you mean...?

## ○ Use “defusing” statements

- Please excuse me for speaking so rapidly. I’ve really been looking forward to talking with you.
- Please excuse me I am a little nervous because I am very interested in this position.

## ○ Pearl: Advance preparation will alleviate anxiety, and possibly lead to enjoyment

# ATTIRE

- ◊ Professionalism

- ◊ Comfort

- ◊ Accessories

- ◊ **Pearl: Ask advice from the best dressed members of your department**

# DIFFICULT SITUATIONS

- ◊ Schedule confusion
- ◊ Tough Interviewer
- ◊ Seminar wasn't well received
- ◊ Early job offers
- ◊ **Pearl: Talk with your mentor(s) about how to follow-up**

# AFTER THE INTERVIEW

- Timely, brief thank you
  - Follow-up questions
  - Rejection
  - Recruitment
- 
- **Pearl: Use your judgment based on impressions formed during the interview, and on communication you've received from the department.**

# THANK YOU

