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

Cheryl A. M. Anderson, PhD, MPH, MS, FAHA
Email: c1anderson@ucsd.edu
SESSION OBJECTIVES

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

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

Goal

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

Types

- Phone
- Campus visit

Structure

- Highly - standardized questions
- Not at all - conversational

Pearl: The interview is far more like ordinary professional conversations than different from them
SAMPLE SCHEDULE

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

Q: Do you plan to have children?
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.

Q: What does your spouse do?
A: (Does it work to your advantage?). We’re fortunate that he does organizational behavioral management and that he can work anywhere.

Pearl: Remain pleasant and try to establish relevance.
PREPARATION TIPS

0 Know where you are going
   0 Size
   0 Mission
   0 Faculty research interest
   0 Student body
   0 Courses and programs

0 Practice
   0 Career services
   0 Colleague(s)
   0 Record yourself
SAMPLE QUESTIONS

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

Teaching

- What is your teaching philosophy?
- I see from your CV that you’ve taught “X”, what was the experience like for you?
- What do you think is the optimal balance between teaching and research?
SAMPLE QUESTIONS

0 Other: Department, School, Career Choices
   0 Why are you interested in this position? This kind of institution? This department?
   0 How do you feel about living in a small college town?
   0 Who else is interviewing you?
   0 What kind of salary are you looking for?
   0 What will it take to persuade you to take this job?
SAMPLE QUESTIONS

- Do you have any questions for me?
  - What do you like best about the department?
  - What has been your experience in building research teams here?
  - In what direction do you think the department will go in the next 5 years?
  - How much teaching is expected and how is it evaluated?
  - How are graduate students funded?
  - What constitutes service? How much is expected?
DEALING WITH NERVOUSNESS

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

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

0 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

0 Timely, brief thank you
0 Follow-up questions
0 Rejection
0 Recruitment

0 Pearl: Use your judgment based on impressions formed during the interview, and on communication you’ve received from the department.
THANK YOU

PREPARING FOR A JOB INTERVIEW

- Dress appropriately
- Greet and be friendly
- Punctual
- Prepare for questions
- Take notes
- Remember what was said
- Informal or formal dress
- Remember to smile and greet
- Attentive posture
- Relax and be alert
- Prepared and relaxed
- Application, remember delay
- Book take before interview
- School, hobbies
- Interests, answers
- Aims: be entertaining
- Qudable, understood
- Personality display
- Confidently, reserved
- Positive only
- Employers other
- Past, future
- Relevant, useful
- Training, experience
- Qualifications
- Why this job
- What attracts
- Interest confirmed
- Information further
- Letter, thanks
- After
- Expected
- Company, research
- Understand
- What
- Relaxed, alert
- Prepared, punctual
- Dress, appropriate
- Formal, informal