

Job Search & Interviewing

General Considerations

- Read the *Chronicle*, *Higher Ed Jobs*, *AERA* job ads to get a sense of emerging trends
 - Do this as you complete your dissertation—starting the semester before you plan to defend
- Cast a wide net
 - Don't opt yourself out, let them decide if you meet their qualifications
 - Keep track of what jobs you have applied for (postings often disappear) and what stages they are at so you can be organized if/when you are contacted about them
 - Get as much experience interviewing as you can, even if that's as far as you get
 - Practice for these in advance by doing mock interviews with your doc student and faculty colleagues
 - Don't get discouraged if you apply and do not hear back—it takes a long time, and the first post-doc job is the hardest one to get; many jobs are advertised for legal reason but already have an internal candidate chosen, others lose funding, so do not take it personally if you apply and there is no follow up at any point in the search process—STAY POSITIVE!!!
- Do your homework
 - Tailor the cover letter and vita to the position announcement
 - Repeat language in the ad in your cover letter
 - Review the website, materials they send you (job posting, etc.)
 - Get to know the campus, the college/division, the department/unit and the people in it
 - When relevant, make reference to what you learned from these materials when you interview
 - Find out as much as you can what you can negotiate for if an offer is made (e.g., salary, relocation costs, course reduction, a GA, computer, travel funds, etc.)
 - If there is a conference in advance of your interview and faculty from the department/college where you are interviewing will be at the conference, invite them to attend your session and then NETWORK!
 - If there are faculty from your preferred institution or, simply, who are well known in your field, attending a conference that you are also attending, invite them to attend your session and then NETWORK!

- Pay attention
 - How you are treated during the interview is a good indication of how you will be treated if you are hired
- Keep a healthy distance
 - Don't get drawn into politics, gossip, etc.
 - Don't let your guard down—be real, but be strategic
 - Know what questions are not allowed and develop an approach to managing them if they get asked
 - Before you accept a position, discuss what they are offering with someone who has negotiated for a like position so you know what you can ask for/leverage, etc.
- Make a good impression
 - NO TYPOS in vita, cover letter, etc.
 - Be consistent in how you format any documents you send in
 - Be “accessible” or personable in all interactions, especially with support staff doing logistical work for your interview, etc.
 - Dress “clean,” “sharp,” not too formal, not too casual
 - Bring an extra change of clothes with you in the event you spill something en route or while there—the minute you connect with a contact person at the airport you are being interviewed so dress accordingly!
 - Have thoughtful questions prepared for when you are asked if you have any questions
 - Say thank you and send thank you notes
 - If you are not chosen, call and ask for feedback on how you performed, what you could do better

Faculty Positions (Higher Education)

- Expect to have to give some kind of presentation, usually to role-model your teaching and/or about your research; typically these are open to the campus community
 - Practice for these in advance by doing mock job talks (research and teaching) with your doc student and faculty colleagues
- Prepare to discuss your teaching, research, scholarship, external funding, and service (department, college/school, campus, local, regional, national, international); if there is anything “non-traditional” about your contributions, be prepared to educate (strategically) the interviewers about this dimension
- Interviews can be all day (back-to-back) and multi-day (2-4)
- Don't oversell yourself, but don't admit “weaknesses”
- Reference research/accomplishments of departmental faculty where relevant

- Don't be surprised by/be aware of "politics" at play in the interview process—departmental/college, discipline/ideology, personal/clique—think about how you want to negotiate these; be true to you and be willing to let whatever happens to happen, don't try to be all things to all people, you will end up being nothing to anyone—go into the interview process with a thick skin, people can be cruel
- Publications can help you get an interview, especially at the most high status institutions

Staff/Administrative Positions (Higher Education)

- Expect to have to give some kind of presentation, usually to communicate your leadership or training philosophy; typically these are open to the campus community
 - Practice for these in advance by doing mock job talks with colleagues
- Interviews can be all day (back-to-back) and multi-day (2-4) depending on the level of the position; the higher level the position the longer it will be and the more higher level on campus constituents and off-campus stakeholders will be included, and the more media attention will come to bear on the position—accordingly, go into the interview process with a thick skin, people can be cruel
- Don't oversell yourself, but don't admit "weaknesses"
- Reference programs/accomplishments of the unit where relevant