**Job Talk.**

Practice, practice, practice your job talk until it is a thing of perfection. The job talk is the single most important part of the interview. If you have to give a second talk or a teaching talk, same thing goes.

**What to wear.**

Look professional. Feel comfortable. Plan for at least two days of looking professional. Once you know what you will be wearing, you can spend all of your time thinking about the important stuff! (A side note: Find out what the weather is where you are going. Colder climates have very little respect for candidates from warmer climates who show up in January without a coat, and vice versa).

**Presenting your Job Talk.**

Find out what type of media you will have available for your presentation. Bring your presentation on several types of media (floppy, zip, CD, etc) to avoid technical problems when you arrive. Find out how large your audience will be and who you will be talking to so that you can gear your presentation to this audience.

**Coordination.**

Typically, arrangements for your visit/interview will be coordinated with someone at the university. Find out when you are required to be there, for how long, what the general schedule will be, who makes the travel arrangements and who pays for them, how long you have for your presentation, the weather (or check this online), and the phone numbers of who will be picking you up from the airport or another contact person. The phone numbers will be especially helpful if your flight is delayed.

# Questions to be prepared to ask in an interview. General (Some of these appropriate for Department Heads and Deans):

* What do you hope the department will get from this hire?
* What do you see as the strengths and weakness of my candidacy?
* When do you estimate you'll be ready to make an offer?
* How would you characterize the status of this department within the University as a whole?
* What would make somebody a good colleague for you?
* In general, what are the ambitions of the department? What do you think the future holds? (in terms of hires, enrollment, funding, etc.)
* Is there a vision about what the social area might look like?
* Is there a consensus about the future directions of the department?
* How often are departmental meetings?
* What sort of committee work should I expect? (amount, kind)
* Does the area meet regularly?
* What is the procedure of review for retention, promotion, and tenure?
* What year considered for tenure
* What criteria are used? (relative weights of research, teaching, and service)
* How many have gotten tenure lately? What were their records like?
* How many have been denied tenure lately? What were their records like?
* Does faculty as a whole vote on tenure decisions? Does the University administration ever turn down departmental recommendations for tenure?
* Do you have sense that most can predict in advance who will get tenure? Or does it sometimes seem capricious?
* Is there an established plan for junior leave/ sabbatical? (i.e., in fourth or fifth year to prepare for tenure review)
* I'd like to be in a collegial place -- I'd also hope to develop productive relationships with my colleagues. Do people within the department collaborate? Do you read or review each other's work regularly?
* How would you characterize the rapport among the faculty?Is there much socializing among the faculty beyond work duties?
* Do people eat lunch together?

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# Research Support

* I intend to write grants for outside funding, but in the meantime, what kind of research support could I anticipate from the department? (Or from the College or University — are there small internal seed grants)?
* How much start-up money have comparable people been given in recent years? Are these funds available only during the first year? Or are they spread over several years?
* Are there intramural grants at the University for which I could apply? How large are these grants? Is there a limit on how many times one person can use that source?
* (As applicable) Is there a subject pool here? If so how large? How is it run? Do you have prescreening?
* How do you do the review procedures for human subjects?
* Do undergraduates work on research projects? For credit or pay?
* Does the department have a budget to pay for conference travel? If so, how is that allocated? What does it cover?

# Teaching

* What is the normal teaching load? What will my load be?
* What is the typical balance of graduate to undergraduate courses? Are they given different weight?
* What do you see as likely courses for me to teach? Does the dept. have any specific teaching needs?
* What are the prospects for offering seminars in areas I specialize in? Is it easy to introduce new courses?
* Are the major undergraduate course rotated? Or do teaching assignments last forever?
* Is there any break in teaching for the first year while I'd be setting up my lab?
* Are there TA's for larger classes?
* Is the teaching load related to research productively? Do people “buy out” teaching time with grand funds?
* What are the department's audio/visual resources like? Is there equipment in the classroom? Is there a budget to order films etc?
* What is the quality of the undergrad students? At least in upper level classes, are they bright and motivated?
* Do people teach in the summer?

# Advising

* How many new graduate students are admitted each year? How many choose to come? What sort of financial support are they typically offered?
* How are decisions made about admitting/supporting students?
* Are mentors assigned or chosen?
* How many doctoral advisees could I expect any given year?
* Is there an undergraduate honors program?
* What are the advisory duties with undergraduates?

# For Junior Faculty

* Where is your current research taking you?
* What is it like being an assistant professor here?
* How many doctoral students do you have?
* Do you publish with students frequently?
* Are the responsibilities of junior and senior faculty substantially different?
* Does the department have a good history of giving tenure to their junior faculty in recent years?
* How do you view the prospects for getting tenure?
* **Is there anything that you wished you would have known before you arrived here but only found out later?**
* How easy/difficult was it for you to set up your lab? How easy was it to make purchases? (i.e. red tape, bureaucracy)
* How is lab space allocated? Do people share or are individual labs assigned? Is there shared area equipment for research?
* How easy/difficult is it to send grant proposals through the university administration? Does someone help with budget preparations? How long does the process take?
* Where do you live?
* What do you teach? (How many courses per semester)?

# Life in U'ville

* What's the cost of living like here?
* Where does faculty live?
* What is Uville like?
* Are there arrangements to help new faculty get housing?
* What kinds of cultural events are typical in the area? (e.g. arts, live performance, etc)
* How do you find living here? Where are you from originally?
* What do people do for fun?
* How are the restaurants?
* Are there good places to go near campus?

# For Graduate Students

* What drew you to this department?
* How long is the program?
* What research are you doing?
* What kind of financial support do you get? How long?
* What are your future plans--teaching, research, consulting
* What have recent MA/PhD's gone on to do?
* What do you think the department needs most?
* What kinds of courses would you like to see more of?
* Do you co-author papers with your advisors?
* Do you work with multiple faculty members?
* What is the attrition rate? Why?

# Questions to be prepared to answer in an interview. From Faculty and Others

## “Tell me about your research.”

* You should be able to describe your research in a 5 minute version (for use when walking across campus with someone or when a Dean asks you with 5 minutes left in your allotted time or when it is right before your job talk and you don't want to give away all your secrets).
* You should be able to describe your research in a 15 minute version (for use when you meet with faculty who have no idea what you do, trips to and from airport, etc.).
* I would recommend actually trying to practice these ahead of time to make sure you can gracefully articulate your research.
* You should have some idea what the faculty you will be meeting do, as not to insult them and/or ignore any work they have done that is relevant to your work, but don't drive yourself crazy trying to read every study ever published by them.

## Other questions you may want to prepare for:

* “Where do you see your research going in the next five years?”
* “How will you be able to get your research done here at X?”
* “Do you plan to continue working with your grad school advisor?”
* “What is the single most important thing you are looking for in school?” (version 1)
* “What can we do to convince you to come to our school?” (version 2) (NB: These do not necessarily mean they have any intention of offering you the job!)
* “How would you apply your research?”
* “How would you get students interested in your research?”
* “Why do you want a job here at X?”
* “What salary do you expect?”
* “What is your teaching style?”
* “What is your teaching philosophy?”
* “What classes do you want to teach? Would you be willing to teach X? What text would you use? What texts have you used in the past?”
* “What are your space needs?”
* “What are your start-up needs?”
* “What do you do in your spare time? Do you have any hobbies?”
* “What is your theoretical background/basis?”
* “What do you think about X research?” (Where X research is some research that the person thinks is hot/controversial/related to your research in some way/done 50 years ago) I like to think of this as the “wildcard” question. If you have no idea what the research is that the person is referring to--don't try to fake it! Ask them to explain it, and then state your views.
* Technically, people are not supposed to ask about your marital status or other personal information. Thus, there is no need for you to mention it. However, on the job interview people are evaluating you on more than your research--are you a nice person? A fun person? Would you make a good colleague? Thus, I think it is to your own benefit to tell enough about yourself so that people get some sense of who you are and what you're like. If you never mention anything personal, people will be unable to get a complete picture of you. On the other hand, know that once you mention anything personal, you've opened the gates to many more questions about it.

# From Graduate Students

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* What have recent MA/PhD's gone on to do?
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# Weirdest Questions Asked on an Interview

* Describe your typical day—hour by hour.
* Besides your own research and that of the faculty at your school, what is the most interesting research of the same type you are doing?

# Miscellaneous Advice

* BE YOURSELF! Don't be afraid to joke or ask tough questions.
* BE YOURSELF—within reason. Don't act so confident that you come off as arrogant, but don't be so tentative that you come off as dull/insecure.
* Don't get falling down drunk on the free alcohol.
* Don't underestimate how important every person you talk to is, including graduate students and the faculty in other areas. At some level, all will have a say in your hire.
* When interacting with graduate students, remember that you are there as a future faculty, not a new graduate student / friend. This can be difficult, as the grad students will feel more familiar to you than the faculty.
* Ask for a timeline for when you can expect to hear something from the school. This could save weeks of worrying needlessly.
* Resist asking about other job candidates interviewing for the job. Some information will probably come out while you are interviewing. Anything else you want to know whill probably reach you via gossip, your advisor, or the web.
* If somebody at the school, during your interview, tells you that your a "sure bet" for the job, don't believe them. Likewise, if your advisor hears from somebody that you are a "sure bet," don't believe them. You don't have the job until the chair of the search committee or department calls you up and offers you the job.

# Back from the interview...what to expect?

* Email thank you's to individuals who were helpful in your interview process.
* Mail your receipts to the university for travel reimbursement.
* Wait. It can take up to a month for universities to complete all their interviews and to get an offer organized.

# You Got the Job! Now What?

* Find out how much time you have before they want your decision.
  + If you are waiting to hear from other places you've interviewed, call those places and tell them you have an offer and a deadline.
  + If you are still hoping for a job interview from a place, call them and tell them you are very interested in their job but now have an offer and a deadline. Find out whether you are in the running or not. If you are, find out the timeline. If needed, you can go back to the first job and ask for more decision time.
* There are a lot of factors in play, make sure to discuss pros and cons of various actions with advisors and family.

## Negotiate!!

* If this offer is your first offer, your only offer, or is your dream job, you may be tempted to just take the offer and run. Don't. The salary you negotiate today will determine your pay for years to come. You won't get another chance to negotiate your salary. No matter how excited you are about a job, do not say "I accept" until you are finished negotiating!
  + The first thing you should do is collect information (actually you should have done this before interviewing). Ask people who have gotten jobs in the last 2 years (at comparable places) what their starting salary ad start-up funds were. (Special note to women: Don't forget the lessons of social comparison and pay inequity. Make sure you ask MEN their starting salaries) It may seem rude to go around asking people what their starting salary is, but it can be assured that it is usual (and hopefully you will be asking friends of yours in the field). **Negotiating salary is the most important part of negotiation.** Also, it is wise to remember that the worst that can happen is that they will say "no" to your salary request--it's not likely they are going to rescind the job offer.
  + Next, think about the start-up funds and space offered. Negotiate as needed.
  + Although they don't always tell you this, teaching load for the first year (or two) is negotiable.
  + There are some details that you might not be thinking about now, but will cost you dearly later: Moving expenses (sometimes these are negotiable, sometimes not). Find out how much they will give you. Get it in writing. Ask for money to fly out to look for a place to live. Get it in writing.
* Once you finish the negotiations, you will get a contract to sign. Check your contract carefully. It should have the numbers you've agreed upon in it, the date you will be going up for tenure, how much you will be expected to teach, what your start date is, and, possibly, if you are going to the job ABD what the rules and regulations are about that.
* Do not say, "I accept the offer" on the phone if you are still mulling over other options or other details. Academia is a small world, and people will remember if you treat them badly!