

## Applying for Academic Positions

### Questions to ask

Google and find out as much as possible about university and dept  
Read about faculty members and publication record  
Meet with faculty similar to you  
Find out all your responsibilities: research, teaching, Univ service, public service, training,  
Who is your real boss?  
Are you able to consult and keep money from it?  
Who will you be working with mostly?  
Who has similar interests among faculty?  
Interview faculty at same point as you in their career  
When does job starts –flexible?  
Find out about climate, entertainment, schools, etc about town from websites, city ratings,  
Who decides on hiring – role of search committee vs chair vs dean  
What is your expected allocation among teaching, research and clinical service  
What track will you be on? If tenure track, how is tenure decided?  
Will you have access to students to hire as RAs  
Major challenges to dept?  
Recent personnel changes in faculty? Why did recent departures left?  
Are you taking someone's place – if so, why

### Interview

Have canned responses to:  
Why you want the job  
What are you looking for in the job  
Your major strengths and weaknesses  
Tell me about yourself  
What are your academic goals  
How do you want to allocate your time between research, teaching and clinical work?  
Do you mostly want to teach or do research?  
Ask to speak to faculty with job similar to your job  
Ask to speak to others at similar point in career

### Preparation

Get itinerary – and find out about people meeting via school website, pub med search. Read most recent articles of every person you will meet  
Entire trip is an interview- even comments at dinner  
Be interested in the person talking to  
Dress well at all times –even if casual

Always act as if you want job  
Say thank you many times  
Smile a lot, be upbeat  
Prepare for dull interview – have a set of stock questions to ask faculty to fill time  
Never say “I have already exhausted my questions”  
Even after you have asked all your questions, ask them again to see if get different answers from different people  
Let faculty start conversation – better to let them ask their questions before you ask questions  
Ask junior faculty about problems in dept  
Enthusiasm in the interview very important  
Eye contact, short answers  
Okay to pause to collect thoughts before answering  
Prepare for down time – go see something on campus, library, do work, etc.  
Cell phone off please  
Do not ask about salary, research funds, etc till after you get job offer  
Have canned response about spouse moving  
Will you have a designated mentor in dept  
Ask about strengths and weaknesses of dept  
Afterword write each individual specific thank you

## Seminar

Find out audience  
Practice on some who knows nothing about the area  
Start with significance of area of research  
Assume audience knows little  
Avoid jargon  
Avoid humor – too risky  
Leave time for questions- and answer these very, very briefly  
If question good one, say so -but not for those that are not good ones  
If someone in dept doing similar research, acknowledge that early on  
If you have a grant be sure and mention it  
All the interview stylistics apply