



THE OHIO STATE UNIVERSITY

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GRADUATE SCHOOL

# **Preparing for a Faculty Interview using a DEIJ Lens: What Applicants Need to Know**

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Graduate School

# The Job Market Cycle –Candidate Selection

Job opening created

Search committee formed----->

<-----Application materials sent

Applicants selected for

Preliminary (remote)

Interview

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<-----Screening (remote) interview

# The Numbers from Application to Finalist

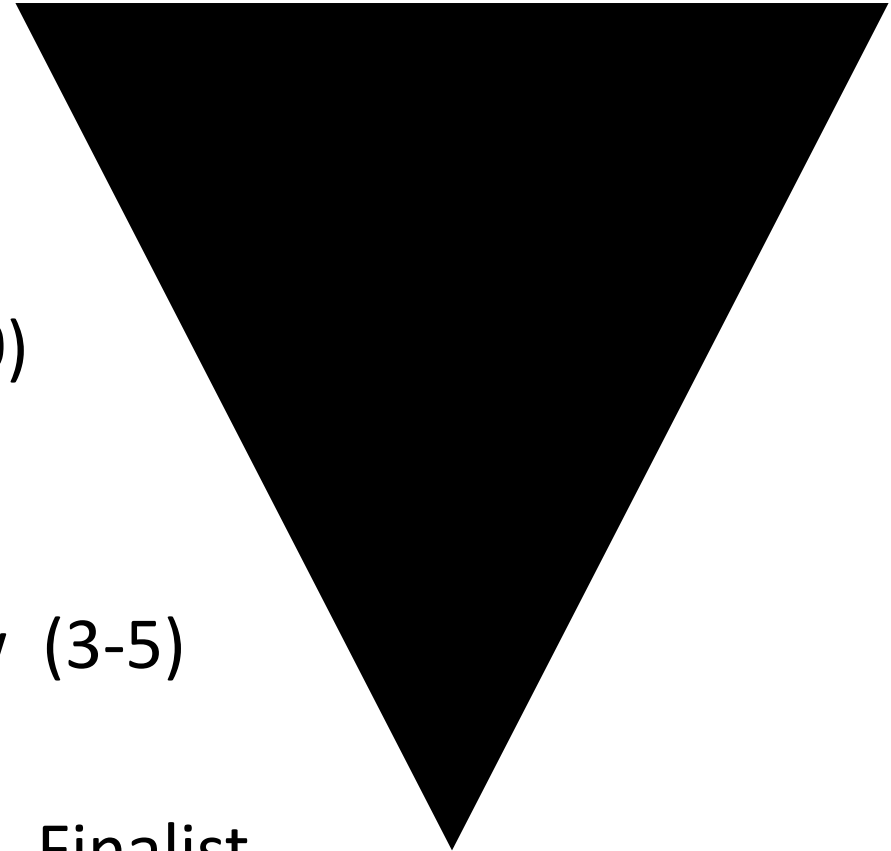
Candidates for paper review (200)



Candidates for screening interview (15-20)

Candidates for campus interview (3-5)

Finalist



# Remote Invite



## Call or E-mail\*\*\*\*

- Are you still interested? Y or N

## Information provided:

- When? How and how long?
- Who will be there? (get a list of the search committee names)

***You are positive and enthusiastic***

# Preparing for Interviews BASIC

- Chat with advisor
- Review university, college and program
- Review search committee
- Practice answering questions
- Test technology
- Your location
- Contact information



# Sample Interview Questions

- Why do you want this position?
- Why are you interested in our institution?
- Tell us about yourself.
- Tell us about your research.
- Where will you take it next?
- What is your teaching experience?

## YOUR Questions

- I read on your website .....(*focus on a point of pride*)
- What do you like best about this department/college/school?
- Ask about the timeline for the interview process

# Phone Interview

- Have notes
- Establish rapport
- Secure a quiet location
- GOOD phone connection





# Webcam Interview

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Quiet place/good connection

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Lighting

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Background

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Professional Skype username

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Institution address

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**Watch this:**

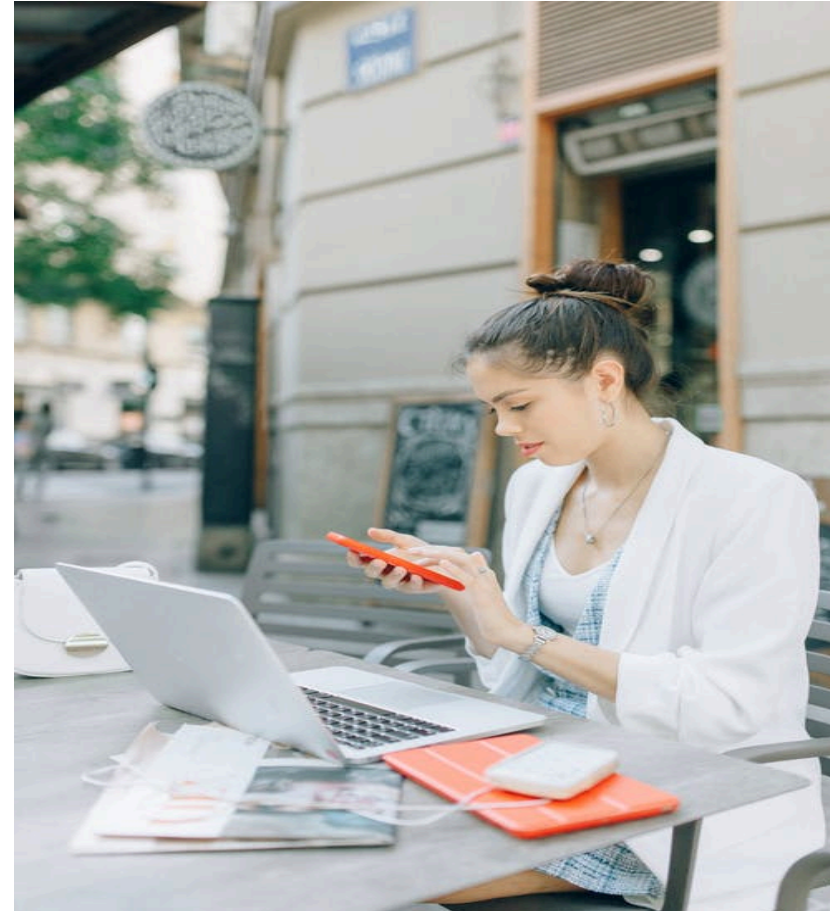
<https://youtu.be/rQwanxQmFnc>



# What to Wear

Same as an in-person interview

- top
- bottom



# After any Screening Interview

- Write a thank you email within 24 hours
- Send anything you offered to send
- Follow up if you were planning to do so



# The Job Market Cycle-Candidate Selection

Candidates (3-5) selected

for an on-campus interview----->

<-----On-campus  
interview

Finalist chosen----->

<-----Offer made

Negotiation----->

<-----Sign contract

# Setting up a Campus Interview: You are a Finalist

Phone call or E-mail

- Be positive/ask questions
- Interview date(s)
- Flight arrangements
- What do they want/need (teaching presentation, research presentation?)  
**GET SPECIFIC!!!**
- How long?



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# Itinerary

Schedule :

- Who will pick you up from the airport?
- Who will have dinner with you?
- Breakfast with....?
- Pick up from Hotel
- Meet the search committee
- Research Presentation
- Meet the Chair
- Meet the Dean

NC-STATE UNIVERSITY	
Department Head Edward P. Pitts Industrial and Systems Engineering	
Interview Schedule Daniels Hall, Room 401	
<b>Wednesday, February 1</b>	
8:00 a.m. – 8:15 a.m.	Arrival
8:15 a.m. – 8:30 a.m.	Interview Preparation
8:30 a.m. – 9:00 a.m.	Candidate 1
9:00 a.m. – 9:45 a.m.	Candidate Assessment
9:45 a.m. – 10:45 a.m.	Candidate 2
10:45 a.m. – 11:30 a.m.	Candidate Assessment
11:00 a.m. – 12:00 a.m.	Candidate 3
12:00 a.m. – 12:15 a.m.	Candidate Assessment
<b>Thursday, February 2</b>	
12:30 p.m. – 12:45 p.m.	Arrival
12:45 p.m. – 1:00 p.m.	Interview Preparation
1:00 p.m. – 2:00 p.m.	Candidate 4
2:00 p.m. – 2:15 p.m.	Candidate Assessment
2:15 p.m. – 2:45 p.m.	Candidate 5
2:45 p.m. – 3:00 p.m.	Candidate Assessment
3:00 p.m. – 4:00 p.m.	Candidate 6
4:00 p.m. – 4:45 p.m.	Candidate Assessment
<b>Friday, February 3</b>	
8:00 p.m. – 1:15 p.m.	Arrival
1:15 p.m. – 1:30 p.m.	Interview Preparation
1:30 p.m. – 2:00 p.m.	Candidate 7
2:00 p.m. – 2:45 p.m.	Candidate Assessment
2:45 p.m. – 3:45 p.m.	Candidate 8
3:45 p.m. – 4:00 p.m.	Candidate Assessment
4:00 p.m. – 5:00 p.m.	Selection of Finalist



# Itinerary *(continued)*

- Lunch with students
- Teaching presentation
- Meet the program faculty
- Tour of the city (realtor)
- Exit interview with the search committee
- Dinner with Search committee member(s)
- Transport to Hotel



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# Interview

- Practice an in-person interview (*Career Counseling and Support Services Center*)

## Practice/Practice/Practice:

- Teaching Demonstration
- Research Demonstration





# The “Job Talk” or “Research Talk”

- A 30-60 minutes presentation
- Search committee, Chair, Dean, students, etc.
- How /why you do it
- Significance to the field
- Findings
- Future directions



# Things to Remember

- Never talk for longer than the time allotted
- Leave time for questions
- Answering questions shows your ability to think on your feet
- Be enthusiastic/strategic about future research plans
- Helps people envision working with you in the future
- Answering questions shows that you can be an independent researcher

# Dress Code

- Dress professionally during travel
- Dress professionally during the interview
- High heels



# Meals: Things to Remember

- Dinner: Restaurant (*Important: messy meal, alcohol, desert*)
- Breakfast: In hotel/restaurant/at the university
- Lunch: On campus (*students or search team*)
- Dinner: Restaurant (*Important: messy meal, alcohol, desert*)
- Breakfast: In hotel/at the university



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# Things to Remember

1. Confident attitude
2. Stand up, with good posture
3. Smile
4. Shake hands (firm grip)
5. Make eye contact throughout
6. Ask clarifying questions as needed
7. Be prepared to have thoughtful questions
8. Behave as a colleague not a graduate student



# Top Interview Questions

- Why do you want to work at (\_\_\_\_\_ University)?
- How do you see yourself contributing to our department?
- What are the top 3 things you are looking for in an academic job?
- Your degree is from the Ohio State University, a Prestige Research University - - what is it about \_\_\_\_\_ University that interests you?
- What courses would you be interested in teaching? (*I assume you reviewed our course offerings?*)
- What is your teaching philosophy?



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# Top Interview Questions *(Continued)*

- How do you incorporate DEIJ in the classroom?
- What is the 1<sup>st</sup> research project you would start with students, should you be hired?
- How would your peers describe you?
- Tell us three strengths and weaknesses
- Please describe how you are operating in conflictual situations and give us an example when you followed that process and what the outcome was.
- What do you do for fun/favorite movie/etc.



# Challenging Questions

- Would you be comfortable designing web courses (including laboratory)?
- How are you a good fit with this institution?
- What is your greatest strength? greatest accomplishment?
- Tell us about a conflict or challenge you've had with your research, and how you resolved the issue.
- I don't know anything about your field of research – teach me something now.
- What does diversity/equity, inclusion/justice mean to you?
- So..., what can I tell you?





# What are the Illegal Questions?

- **National origin or descent:** – "That's an unusual name. Where is it from?"
- **Citizenship:** – "Are you a U.S. citizen?"
- **Marital/family status:** – "Are you married? Engaged? Divorced?"  
"With whom do you live?" "Do you plan to have a family? When?"  
"Do you have children?" "What are your childcare arrangements?"  
Academic Job Interview
- **Age:** – "How old are you?" "What is your date of birth?" "When did you graduate?"
- **Affiliations:** – "What organizations or groups do you belong to?"

## You can Answer

You can answer by saying it won't interfere with doing the job .

- "I can definitely work the hours required."
- "If you're concerned that I won't be able to perform the duties of the job, I'm sure I can."
- "If you're going to ask next whether or not I'm authorized to work in the USA, I am."

You can decline to answer and state that it makes you uncomfortable.

# Remember to Ask Questions

You might ask questions about:

- Teaching responsibilities
- Expectations for scholarship
- The tenure process and tenure criteria
- The students
- Current collaborations that faculty are involved with
- On-campus support for teaching and grant-writing

# Negotiation/Readiness for the Job Market

## After the campus interviews conclude:

- Search committee, or possibly the whole department, deliberates
  - They may rank candidates on or just discuss their talk, teaching, research plans and interpersonal skills
  - They will also discuss each candidate's "fit"
  - They will get feedback from staff and students who interacted with them

Candidates need to be patient  
in waiting to hear.

# Getting Started

- Offers usually come by phone, but may come in an email
- Indicate how pleased you are but don't accept immediately
  - “I'd like a few days to think about this”
  - Think about questions you want to ask

# Getting Ready

- Do research on the institution's policies and resources for new faculty
  - Often there is a section on the Human Resources or Provost website
  - When possible, use your networks
  - AAUP has faculty salary surveys (Chronicle of Higher Ed links to information)

Check out: <http://data.chronicle.com/>

# Negotiating Offers: Things that may be negotiable.

**Please attend our workshop on Thursday**

**7-29-21**

**11:00AM-Noon**

# Thank you!

## Q & A



# Additional Information

Check out: <http://data.chronicle.com/>