THE PHONE INTERVIEW:
THE SECOND CUT – YOU ARE ALMOST THERE!

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HOW IT WORKS & TIPS

• Be ready on time in a quiet place, with a fully charged phone/computer & good reception/internet
• If video – look professional (both you AND the space you are in).
• Have notes, paper and pen handy.
• Provide sufficient detail without being long-winded
• Reveal your personality (try to be interesting/dynamic but not silly – a couple of jokes are OK!)

• FYI - They may ask to record it for absent committee members
• FYI - They will most likely have a set of specific questions asked of all people
DO YOUR HOMEWORK ON:

- Job description (re-read it)
- The university (mission, demographics, unique features)
- The department/college/program
- The faculty you could collaborate with
- Your own interests & skills (!)
HOW DO YOU SEE YOURSELF **FITTING IN:**

**DEPARTMENT**
- Read the mission & vision – and refer to it!
- Theme areas
- Faculty collaboration
- Core facilities
- Needs (advertised or otherwise)

**UNIVERSITY**
- Read the mission & vision – and refer to it!
- Regional issues, concerns, etc
WHAT ARE YOUR **RESEARCH PLANS** AT INSTITUTION XXX?

- Briefly outline 2-3 cutting edge and/or regionally relevant research areas.
- Include discussion of granting agencies
  - Ideal if you have already submitted grants to these
IS THERE ANY SPECIALIZED **INSTRUMENTATION** OR OTHER NEEDS REQUIRED FOR YOUR RESEARCH?

- Do your research – do they already have something big that you need? Briefly indicate your excitement about this.

- Other big ticket items that could increase YOUR research capacity, as well as others in the dept/university
  - Esp. items that are cutting edge.
HOW WILL YOU INCORPORATE STUDENTS INTO YOUR RESEARCH PROGRAM?

• Undergraduate
• Graduate

• Talk about previous mentoring
• Mentoring philosophy (hands-on, regular meetings, etc)
WHAT TYPES OF COURSES WOULD YOU BE INTERESTED/COMFORTABLE IN TEACHING?

• Undergraduate (lower & upper division)
• Graduate

• Include both existing courses from the institution you are interviewing at AND unique courses you could develop
• ! Include a course that relates directly to the advertised position !
WHAT IDEAS DO YOU HAVE FOR RECRUITING TOP STUDENTS TO OUR PROGRAM?

• Good time to “mention” how many collaborators you have, the organizations you are actively involved in, and the journals/listservs you think are important
SERVICE INTERESTS AND EXPERIENCE

• Do you have any experience with professional service (e.g. University, professional societies)

• **particularly** service that
  • raises the regional/national/international profile of the applicant and his/her future university
  • is connected to their teaching and/or research
  • is relevant to the mission of the university

• Don’t waste the committee’s time mentioning miscellaneous stuff like volunteering one time for a graduate fair!
DO YOU HAVE ANY **QUESTIONS** FOR US …?

- Have some questions ready!

- **E.g.**
  - Expectations for achieving tenure
  - Teaching load (vs. research vs. service)
  - Quality of life and cost of living
  - Support for graduate students
  - What’s the best and worst thing about working at “XXX”?