A green light to greatness.
Life in Academia

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The Job Interview
Applying for the Job

Today with online applications, it is very inexpensive to apply.

If you apply for a position, make sure you are a fit for their opening.

If you have the right skills, then put together a strong application and make a good impression in your cover letter.
Tips for Writing Your Cover Letter and Teaching Essay

Write assertively
Avoid tentative language
  Tentative: As *I hope* I have demonstrated
  Assertive: As *I* have demonstrated
Tips for Writing Your Cover Letter and Teaching Essay

- Don’t rely on the grammar and spell check to catch your errors
- Proofread
- Proofread again
- Then ask someone else to proofread
The Job Interview

• Do your research before you arrive
  – Learn about the university, the department, and the faculty in your field
  – Find out who you are going to meet and look up their background
  – Figure out a way to talk to each person about their interests and if possible how your interests overlap with theirs
  – Determine how you would fit into the department and what courses you would be able to teach
The Job Interview

• If you believe that you are qualified to teach a course in the department, then develop a sample syllabus and bring copies with you

• Prepare a 5 and 10 minute version of your current and future research projects and interests (and practice it)

• Prepare a research presentation and a go-to lesson in case they want to see a sample of your teaching
The Job Interview

• Dress appropriately
• Come prepared with good questions (future directions for the university and department, opportunities for collaboration within and between departments, P&T process)
• Be prepared to eat as part of the interview and learn the proper table manners
• Listen closely when they are providing information and make notes on questions related to the topics that are discussed