

# How to do a job application/job interview<sup>a</sup>

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**Presentation Skills Seminar**

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<sup>a</sup>Needless to say, this is a very personal view... .

## Types Of Application

1. **Postdoctoral position**
2. **Junior faculty position**
3. **Senior faculty position**
4. **Outside academia**

## The Written Application (is largely the same in all cases)

It includes:

1. **Curriculum Vitae (CV)**
2. **List of Publications**
3. **Scientific Profile – Research Interests**

For faculty jobs:

4. **Teaching Experience – Visions for Teaching**

# The Written Application

## 1. CV:

- should be short, informative and well structured/designed.
- try to give complete account and avoid “gaps” in your life

It includes:

### ⇒ bio-data

Name, address, age, place and date of birth, nationality, marital status, number of children,

(how much of this you disclose differs in different countries and is in some sense up to you – in US/Canada forbidden!)

### ⇒ university education

when you were at which universities, degrees obtained, years abroad, etc.

# The Written Application

## 1. CV:

- ⇒ professional career  
positions held (with dates and type of position)
  
- ⇒ scientific profile – research interests  
(short, only topics, longer version of the scientific profile in a separate section)
  
- ⇒ miscellaneous (depends on the stage of your career)
  - name your referees
  - in postdoc application
    - attended conferences and schools
    - talks given outside your own institute

# The Written Application

## 1. CV:

### ⇒ miscellaneous

- in faculty application

- (invited) plenary talks at international conferences
- teaching experience  
(short, longer version of the teaching profile in a separate section)
- number and type of supervised students
- organization of conferences and schools
- successful applications for third party funding
- referee for which journals, editor of which journals
- academic administration  
(committee work – locally and internationally)
- PR activities, ...

# The Written Application

## 2. List of Publications

number and organize into following sections:

- publications in refereed journals
- publications submitted to refereed journals  
with date of submission
- preprints
- preprints in preparation
- conference proceedings
- books
- contributions to books etc.
- books edited

## The Written Application

### 3. **Scientific Profile – Research Interests**

this is difficult to write! take some time!

if you have time adjust it for each application.

Purpose: the readers wants to get quickly an idea about your scientific profile without reading all your papers

⇒ should be 2 pages maximum

⇒ summarize your previous work

be specific but not too long

⇒ outline your plans for future work

be specific but open about your future work.

ideally relate it to the place that your are applying at.



## The Written Application

### 4. **Teaching Experience** (usually necessary in faculty application)

organize into following sections:

- courses/seminars taught at universities  
(type, title, date, number of hours)
- courses taught at summer schools
- supervision of students (PhD, Master, Bachelor)

sometimes a “vision for teaching” is requested

this is important! take some time to write it.

## The Job Interview (usually in faculty application)

Usually it has the following format:

1. **scientific talk (30-60min) – open to the public**
2. **scientific discussion– open to the public**
3. **interview with search committee**
4. **(separate session only with students)**

Some generalities:

- never change the date of the interview
- you need to convince the non-experts and students of search committee (most experts are already convinced as they invited you)
- often 2nd and 3rd order aspects decide in the end!
- different in universities versus research labs

## The Job Interview

### ⇒ before the interview

you need to be very well prepared! take some time to do it!

- study home page, the perspective colleagues, etc.
- prepare the details specified in the advertisement
- the procedure is very different in different countries → find out
- call chairperson, usually you learn something
- ideally you know the committee before the interview  
→ prepare for them
- prepare “why you want the job”
- develop/prepare a vision for you in the place
- prepare research vision for time scales 1–5–10 years

# The Job Interview

## ⇒ before the interview

- prepare which conditions you need so that you can work well (eg. positions, computer equipment, etc.)
- prepare which third party funding you want to apply for
- prepare which courses you can/want to teach
- think about new/innovative teaching methods adequate for the place
- prepare topics for PhD/Master/Bachelor thesis
- be prepared for questions concerning academic administration
- prepare questions you want to ask them

## The Job Interview

### 1. public scientific talk (30-60min)

- should be aimed at the non-experts and students in the committee  
the experts already know your work
- at the same time you should clearly transport your scientific profile  
so you want to be general and specific at the same time  
this is the art as in a PhD-defense
- position yourself as somebody who brings new expertise to the  
place but at the same time connects to existing research

# The Job Interview

## 1. public scientific talk (30-60min)

- similar rules as for scientific talk/defense apply
  - professional slides, etc.
  - do not try to be cool, try to be as professional as you can
  - dress conservatively
  - appear to be enthusiastic
  - cite the colleagues in the committee
  - do not go overtime

# The Job Interview

## 2. **scientific discussion**

- similar rules as for scientific talk/defense apply
- give them the feeling that they asked a good question

## The Job Interview

### 3. interview with search committee

- answer the questions of the committee but at the same time convey:
  - that you want the job
  - your vision for you in the place and the place itself
- show interest in the place, ask questions yourself
- bring and take notes
- say what you want to say even if they do not ask it
- take the students seriously
  - sometimes they are asked for their own ranking