Interviewing

Math Fest 2015
Summer Math Program for Women
Goals:

- Understand how to present yourself during an interview.
- Discuss the different types of interviews.
- Describe how to prepare for interviews.
- Understand the timing of offers.
- Discuss how to negotiate.
Selling your Brand:

- Dress professionally.
- Be organized and prepared.
- Be energetic and outgoing.
- Most importantly, be yourself!
  - Let them get to know you.
Types of Jobs:

1. Research Postdoc
2. Teaching Postdoc
3. Visiting Position
4. Adjunct Position
5. Tenure-Track at a University
6. Tenure-Track at a Liberal Arts College
7. Position at a Community College

There are different types of interviews for each job. We’ll go into detail later.
Types of Interviews

- Phone Interview
- Skype Interview
- Joint Meetings Interview
- On Campus Interview
How to Prepare:

-- general advice --

- Research the school.
- Have questions for them about their department specifically.
- Prepare a short spiel about your research.
- Practice common interview questions.
- Think about who you would like to collaborate with and what courses you would like to teach.
Phone Interview:

1. These are arranged by email.
2. Pick a quiet location.
3. Have your materials handy.
4. Remember to smile – it comes through on the phone!
5. Take notes during the interview.
Skype Interview:

- Dress professionally (at least from the waist up).
- Relax and remember you’re just chatting with people.
- Have your materials nearby, but don’t look at them too often.
Joint Meetings Interview:

- Arranged by email in November through early January.
- You will have multiple 20-30 minute interviews.
- They usually take place in the Employment Center.
- Stay in a hotel close to the JMM.
- Make a cheat sheet of the important facts for each job.
- Keep track of the interview times and put be sure to include breaks for yourself.
Joint Meetings Interview:

-- More Tips --

- Send a thank you email to all interviewers.
- AWM Workshop: August 15th deadline
  - Mention acceptance in your cover letter and during interviews prior to the poster session.
- Bring snacks for between interviews.
- Bring something to calm yourself between interviews:
  - Cell phone (on silent!), music & headphones, etc.
On Campus Interview:

1. Interview begins as soon as you’re picked up from the airport.
2. Meet with dean/provost, department chair, faculty members, faculty member from outside department, and human resources.
3. Give talks: research talk, undergraduate talk, teach a class.
4. Meet with students.
5. You are also interviewing them.
On Campus Interview:

-- helpful tips --

- Wear comfortable shoes (you'll be walking around campus).
- Have a backup plan for your talks.
- Would you be happy in this department?
- Don’t forget to send thank you emails and a handwritten thank you note.
Offers and Negotiations
Timing:

- Decision deadlines on offers are often before you’ve heard back from other schools.
  - Negotiate for more time.
  - Call other schools to let them know you have an offer and a deadline.
  - Conflicts cannot always be fixed.
- If you accept an offer, let other schools know.
Negotiations:

Prepare:

2. Computer resources (be specific!).
3. Travel support.
4. Tenure clock adjustments.
5. Service or teaching credits.
6. Moving expenses.
7. Start-up funds.

Get it all in writing!
Final Thoughts:

- There are exceptions to every rule. Go with the flow!
- It’s a stressful time. Have some fun too!
- The job hunt is complex. Don’t take anything personally.

GOOD LUCK
Interviewing Specifics
MathFest Summer Math Program for Women
Goals:

- Understand what types of interviews are associated with different positions.
- Understand what is expected of a “job talk.”
  - Research Postdoc
  - Liberal Arts – Tenure Track
Matching up Types of Interviews with Positions:

Teaching Focused Positions – Tenure Track:
- Phone or Skype Interview
- Joint Meetings Interview
- On Campus Interview

Teaching Postdoc:
- Phone or Skype Interview (optional)
- Joint Meetings Interview (optional)

Research Postdoc:
- Phone or Skype Interview (optional)
Research Postdocs:

-- Advice --

1. There are no formal interviews (usually).
2. You need to meet people!
   - Travel: Attend conferences, speak in seminars, etc.
   - Meet your advisor’s colleagues and go out to lunch/dinner with visitors.
   - Don’t be shy! Talk to people about their work and your own results.
Job Talk:

-- General Advice --

1. Know your audience.
2. Practice the talk before hand.
   • Fellow graduate students are great for this!
   • Give your talk in a local seminar.
3. Prepare early. On campus interviews are usually scheduled very quickly after the JMM.
Job Talk:

1. There are no formal job talks.
2. Present your work at conferences and speak in seminars the year before you graduate.
3. Prepare a different version of the talk for different audiences.
4. Slides are great, but chalkboard talks are wonderful for longer talks or seminars.
Job Talk:

Colloquium Talk:

1. You are presenting your work to everyone from the department.

2. It should be clear:
   - Why this area is important.
   - Where your work fits into the big picture.
   - Any connections with other areas of mathematics.
   - Where you plan to go next.
Job Talk:

Undergraduate Research Talk:

1. Undergraduates should understand the entire talk.
2. The topic can be generally in your field; it doesn’t need to be your exact area of research.
3. Undergraduates like applications.
4. Keep them engaged!
Job Talk:

-- Liberal Arts - TT --

Teaching Demonstration:

1. Topic may be of your choice or the department may choose.
2. You will either teach a mock class or an actual class.
3. Ask for a scanned copy of the textbook section that you will teach.
4. Remember it’s a class – be interactive!