



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.



"Actually, we're not hiring. We hold lots of interviews like this one, so our competition thinks we're busy."

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:

--what it's like --

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:

1. Salary: The Chronicle and AMS give ranges.
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.





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)

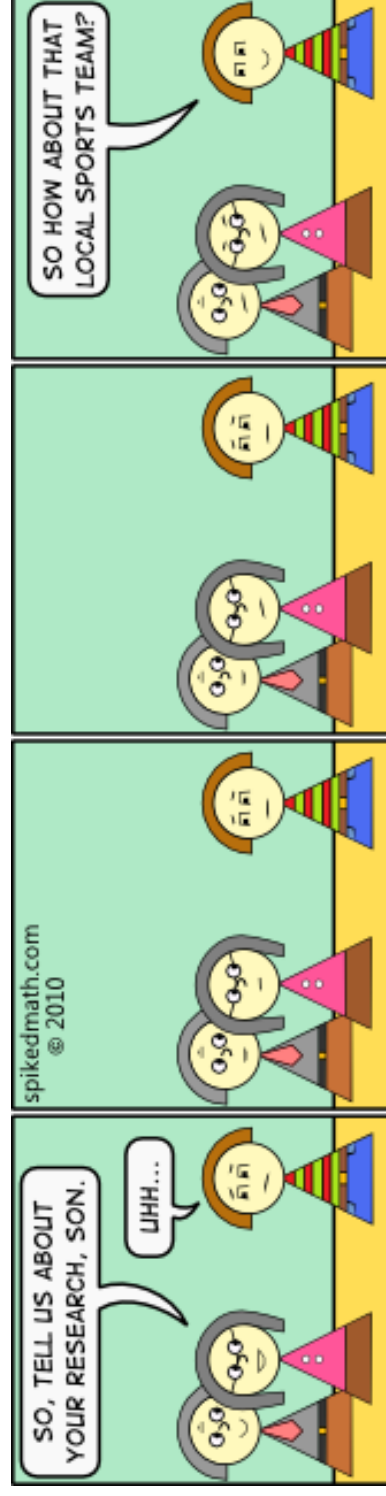
Research Postdoc:

- ❖ 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:

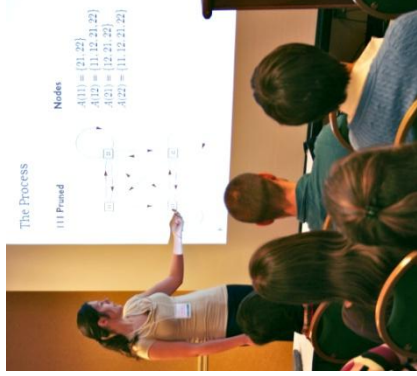
-- General Advice --

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:

-- Research Postdoc --

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:

-- Liberal Arts - TT --

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:

-- Liberal Arts - TT --

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!

