

Guide to a Job Interview

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What to wear

- Male: jacket, slacks, open shirt is fine, no tie necessary
- Female: slacks or skirt, nice shirt, not too much jewelry (avoid noisy bracelets, clothes that you feel you have to adjust all the time, low neck lines)
- Bring clothes appropriate to the place you will be travelling (rain jacket and umbrella, warm clothes, clothes for warm weather, etc)
- Get a haircut if you have the time, but probably nothing too drastic.
- Mostly importantly let your appearance express yourself but in a manner that shows that you are taking this job interview seriously. Dress comfortably.

What to remember

- Don't be afraid to ask for bathroom breaks, sometimes your hosts will forget about this!
- Bring granola bars in case you get low on blood sugar.
- Get lots of sleep before hand, if you can.
- Sometimes you get sick during an interview trip so be prepared with your own personalized first aid kit. Tylenol for headaches, Pepto-Bismol and tums and possibly Imodium for stomach problems, decongestants, Ibuprofen, packet of tissues and cough drops.
- If you get sick be stoic and don't whine. You'll get through it.

What to prepare

- DO NOT go over 50 minutes, an hour is TOO long. Test out your talk several times with your colleagues/lab mates. Bring back up copies, e-mail it to yourself, make a pdf of your talk. Don't use any animations, or anything else that could go wrong. Use a white background and black text. Simple is always better. Tell a good story, but make sure it speaks to your own research interests and career progression.
- Look your audience in the eye when speaking and your questioners when answering questions.
- Have a plan for what local based research and collaborations you could initiate if you were offered the position, it is good to mention this in your talk in your 'my future research plan'.
- Ask other people what they are working on and interested in (particularly students).
- Ask to meet with the people you have identified as potential future collaborators, they will be flattered if you ask to speak to them rather than the other way around.
- Thank people for taking the time to meet with you after your interview if appropriate.

Be prepared to answer the questions

- What is your 10-year plan?
- How will you fit into the research in our department?
- What is your area of research and how does it match with the advertised position: why should we hire you?
- What are the 3 biggest questions in your area of research?
- Who are the 3-5 greatest people in your area of research?
- What book/books will you write in the next 10 years?
- Where will you conduct your future research?
- How many grad students would you like to have?
- How will you maintain your lab, research program, and funding opportunities?