INTERVIEWING ESSENTIALS

Prepare for the interview
- Learn about the organization, its people and the work you might do.
- If an academic department, learn about its faculty and programs, strengths and weaknesses.
- Know your interviewers; look them up in advance.
- Have a specific reason for being interested in the organization (YOU'RE YOUR department/Harvard/MIT/X is the best and I've always wanted to be there, etc.).
- Consider specifically how you will contribute (courses, programs, a unique expertise or focus).
- Construct a progressive career development plan.
- Prepare questions for the interviewer, such as:
  - How do you see X department changing over next 3 years?
  - What are your plans for other recruitments?
  - What are the weaknesses of X department?
  - How is x department different from others?
  - How would you describe the ideal candidate for this job?
  - What are the opportunities for mentoring, and growth in the organization?
  - Know your motivations, strengths and weaknesses.
- Consider what are your “ideal job”, “biggest failure”, and “most satisfying accomplishment”.
- Consider how you will answer the questions, “tell me about yourself”, “how would you handle criticism, “how you would improve yourself”, or “why should we hire you”?
- Bring (or send in advance) a clean copy of your CV, and know it well; ensure no “gaps” in time.
- Look over available sample interviewing questions and other tips on available websites.
- Find about as much as possible about your interview process in advance (schedule, individuals, group/panel vs. single interviews)
- Bring clean copy of several key papers you’ve published; offer but don’t “force” them.
- Use professional-sounding e-mail address names and material on personal websites (be mindful that social media (e.g, Facebook and MySpace) venues can come back to haunt you!).
- Ask potential references beforehand whether they would be willing to write on your behalf.
- Be aware of “illegal” questions.
- Be on time.

Avoid pitfalls in interview
- Be prepared.
- Be specific in your goals (not generalities).
- Dress appropriately (usually tie and jacket for men, business attire for women).
- Be enthusiastic, interested and confident, but modest.
- Go in with a message to deliver, and reiterate it.
- Don’t talk too much; use short, direct responses.
- Use good manners, and be professional.
- Don’t knock your present or past employer.
- Be honest, and don’t take credit for things you did not do.
- Don’t negotiate (salary, research space and funding) too early.
- Avoid “tired” words, slang and clichés.
- Be positive about the negative: How did you learn from failure?
- Don’t panic if things seem not to be going well.

Non-verbal communication is important
- Warm, firm handshake and greeting
- Use appropriate body language (sit upright; don’t gesticulate, or look aggressive or bored)
- Smile

Follow-up letter
- Send within a few days.
- This is courteous.
- Shows understanding of business procedures and demonstrates professionalism.
- Shows enthusiasm and communications skills.
- Express interest in position.
- Reiterate something specific that came up in the interview.
- Ask additional questions.
- Thank interviewer for taking the time.
- Allows emphasis or correction of points that were discussed in interview.
- Don’t over flatter the interviewer.

Good websites

http://jobsearch.about.com/cs/interviews/a/jobinterviewtip.htm

http://careerplanning.about.com/od/jobinterviews/a/job_interview.htm

http://www.acea-job.info/non-verbal-communication-interview.php

http://www.google.com/#q=non+verbal+interviewing+krueger&hl=en&prmd=ivns&source=univ&tbm=vid:1&tbo=u&sa=X&ei=mcNzTcn5HovpgQfd54VG&ved=0CCwQkwQ &bav=on.2,or.&fp=39acbb16608a1f3c

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