



Great jobs for bright people

Academic Job Interview Toolkit

Interview Preparation Template

University _____

Department/Faculty _____

Campus, building and office/room number _____

Post title _____

Date _____ Time _____

Primary interviewer name _____

Primary interviewer phone _____ Reception phone _____

Interviewer(s) notes

List known interviewers/panel members and their titles here. You may want to add notes on a separate sheet (e.g. past research, recent articles)

Why I want to work at *this* university

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-
-

Questions to ask the interviewer(s)

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-
-
-

Align the following sections to the person specification and interviewers' known interests:

My relevant skills and achievements

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-
-
-

My research interests

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-
-
-

My future research plans

-
-
-
-

My teaching philosophy

-
-
-
-

Challenges

How will you explain gaps in employment or education history, or other issues that may come up?

My Unique Selling Point (USP)

What will differentiate you from the competition? If they ask "Why should we choose you?" what will you say?

The Presentation**How long do I have?****Who will be in audience?****What have I been asked to do?**

I.e. present about teaching, your research or something else?

Do I have accompanying materials?

Producing a handout will help you stick in people's minds!

Finally - have I got my memory stick with presentation PowerPoint saved on it?!

After the Interview**Follow-up action**

If you need to take any follow-up action, note it here:

What went well/didn't go so well?

This may help you improve your interviewing skills

Interview-Ready Checklist

Have you got:

- Travel instructions: *printed or photocopied timetables, A-Z pages, maps*
- Campus map: *printed and with destination and walking route marked*

Note: *Many universities have more than one campus—make sure you know exactly where the building you need is. Also check your route from public transport or closest public parking facility.*

- Copy of completed application as submitted
- Copy of advert/person specification

Tip: *Review your application on the train or while waiting, especially your personal statement.*

- Three copies of your CV
- This jobs.ac.uk 'Academic Job Interview Toolkit'
- Presentation including notes and any handouts
- Presentation back up
- Samples of work if relevant to the post
- List of referees with contact details, if not in your application

Note: *NEVER assume that technology (maps on your phone, GPS, presentation on your laptop) will work; ALWAYS have a backup plan. Not only should you have a backup of your presentation on a memory stick, you should email it to yourself and have one printed copy in case of projector/computer failure.*

- Pen/pencil and notebook
- Business cards
- Mobile phone

Tip: *If you use a pay-as-you-go mobile phone, top it up. Make sure department contact details are programmed into it. TURN IT OFF before you enter the interview room.*

Interview Emergency Kit

Be prepared for those last-minute disasters that always seem to happen when you really don't need them. All of these will fit easily in your briefcase or handbag: folding umbrella, paracetamol, tissues, plasters, hairbrush/comb, spare tights, cough drops, breath mints and wet wipes.