



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

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#### My teaching philosophy

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**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.