

The Art of the Interview

An interview is like a blind date. It's nerve wracking. It's awkward. It's easy to appear desperate.

So: Be calm, cool and collected. Be confident and friendly. Smile. Maintain eye contact. Be prepared. And most important of all turn the interview into a conversation.

Remember, an interview is not an interrogation and it's not an inquisition—ideally, it should involve give and take. Have an opening. Make conversation. Ask open ended questions

5 Mistakes You Don't Want to Make

1. You don't want to arrive late or disheveled.
2. You don't want to appear desperate or defensive.
3. You don't want to talk too much or for too long.
4. You don't want to speak only to the chair or the senior male faculty members.
5. You don't want to sound negative or sarcastic.
6. You don't want to be blindsided by obvious questions.

So What are the Qualities that Search Committees are Looking For?

1. *Energy and Motivation:*

Search committees are looking for candidates with lots of energy and who channel their energy into research or teaching and service

2. *Enthusiasm:*

A candidate who wants this particular job.

3. *Maturity and Professionalism:*

They are hiring a colleague, not a graduate student.

4. *Fit:*

A candidate who is personable and has a positive attitude.

5. *Promise and Potential*

What I Wish I Knew Before My First Interview

1. *How important it is to be prepared*

2. *How crucial it is to turn an interview into a conversation*

Begin with an icebreaker

Ask questions throughout the interview



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3. *How important it is to have a 30 second description of your dissertation ready to go.*

4. *How important it is to know what courses you'd like to teach—and how you would teach them.*

How to Manage Stress in an Interview

Nobody likes a job interview. It's stressful – a potentially life-altering event. You'll get cold hands and stomach jitters. You'll feel nauseous. Your heart will pound. You'll feel short of breath.

So what's the answer?

1. Develop a relaxation system (for example, take a long walk)
2. Find a way to connect with the interviewers
3. Above all, plan ahead.

Be Ready to Answer the Top 6 Interview Questions

1. Describe your dissertation.
2. What are your publication plans?
3. What is your next project?
4. What courses would you like to teach and what books would you use?
5. Tell us about yourself.
6. Do you have any questions for us?

How to Handle a Telephone Interview:

Use a land line

Find a space where you will not be interrupted

Have your notes in front of you

Know what you want to highlight

Be enthusiastic

Speak clearly and with confidence

Be succinct.

Establish a connection.

Have examples ready: Why you chose your dissertation topic. Challenges you faced as a teacher and how you overcame them.

How to Handle a Lunch

Don't order the most expensive dish on the menu.

Avoid messy foods.

Be on your best manners: don't shovel food with your fingers or pick your teeth.

How to Ace an Interview

1. Remember: You are always on stage.

Be upbeat and excited to be there.

2. First impressions are lasting impressions.

Search committees develop an impression of candidates in the first minutes of an interview.

- Arrive on time.
- Be confident and outgoing.
- Be properly dressed.
- Maintain eye contact.

3. Be prepared.

Do your homework: know as much about the department and its faculty as possible.
Most interview questions are predictable

4. Answer questions clearly and concisely

Don't be longwinded

5. Accentuate the positive

6. Don't be arrogant or narcissistic.

7. Show your enthusiasm through your body language.

Do not fidget.

8. Decode Interview Questions

Sometimes you will get questions that strike you as unfair or inappropriate or even illegal. Deal with the concern behind the question. For the most part, search committees are trying to get to know you and trying to find out if you are seriously interested in their job. Know what they are really asking.

9. Describe what you have to offer.

Discuss your expertise, skills, and experience. Think about the department's needs and how you can help meet those needs and explain how you can fit in.

10. Don't hesitate to ask to do something that's not on the interview schedule.

You might ask for the opportunity to speak with students or visit the library or meet a particular faculty member.

11. Ask intelligent questions

Ask questions that demonstrate your interest in the position. Where would you like the department to be in five years? What are your students like? What are the dean's office's priorities?

12. After the interview: Send a thank you; mention something specific that occurred; include anything that you left out.

Your Job Talk

1. Don't wing it.

Prepare and practice in advance.

2. Speak in a language accessible to intelligent non-experts

It's as important to explain the significance of your topic and findings as it is to describe the nuances of your data and methodology.

3. Note: The question period is even more important than the presentation itself.

Be polite and succinct. Don't evade questions.