From Ad to Interview
Strategies for Scientists on the Job Market
July 17, 2013

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Centre for Teaching & Learning

Academic Advising & Career Centre
Learning Outcomes

We hope to enable you to:

• **Anticipate** employer expectations (="your audience") within the overall hiring process

• **Understand** key differences between the hiring process for academic and non-academic jobs

• **Tailor** your self-presentation documents and interview preparation in light of audience considerations

• **Sharpen** evaluation skills that you can apply to improve your self-presentation on the job market
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>3:00</td>
<td>Introductory Remarks</td>
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<tr>
<td>3:05</td>
<td>Perspectives on the Hiring Process</td>
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<td>3:20</td>
<td>Researching the Job</td>
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<td>3:30</td>
<td>CV and Resume Assessment</td>
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<tr>
<td>4:00</td>
<td>Interview Prep: Anticipating the Questions</td>
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<td>4:15</td>
<td>Break</td>
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<td>4:45</td>
<td>Interview Practice</td>
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<td>6:00</td>
<td>Group debrief</td>
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<td>6:20</td>
<td>Reflection &amp; Evaluation</td>
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Perspectives on the Hiring Process
# Jobs for Arctic Scientists

## Table 1: The 20 Sectors of NAICS

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<td>Mining</td>
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<td>Utilities</td>
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<td>Information</td>
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<td>Finance and Insurance</td>
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Note: Important Additions Such as Information and Warehousing

- Detailed information about the changes between old (SIC) and new (NAICS) is maintained on the Census Bureau’s web site at: www.census.gov/epcd/www/naics.html.
Today’s Focus

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Non-Academic Hiring Process

[HUMAN RESOURCES - HIRING PROCESS FLOWCHART]

[Process flowchart including steps such as identifying a position, writing a job description, selecting candidates, conducting interviews, and selecting a candidate for hiring.]
Structure & Context

- Serious, strategic, thoughtful and costly
- So what?
  - Understand the process
  - Do your homework for each application
  - Anticipate as much as possible
    - Audience
    - Environment
    - CV or resume?
  - Interview activities and intensity:
    - Sprint? Marathon? Tour de France?
    - Backgrounds of interviewers
    - Potential questions
  - Uncertain timing, control, power dynamics
    - Prepare, prepare, prepare
Academic Hiring Process:

Major Steps in Hiring Process for Tenure-Stream Academic Positions

“THE POOL”

LONG LIST

Screening interviews by phone or at national conference

SHORT LIST

Campus Interviews

Hiring committee reviews applications; the long list is determined (for department vote) & vetted
Who Is involved at each step? (your audience)

Application Dossier
- Hiring committee → for full Department vote
- HR (Equity) approval needed at each step

Screening Interview
- Hiring committee (or selected members), often in a nonstop schedule over several days

Campus Interview
- Hiring committee, whole Department, Chair, graduate and undergraduate students, Dean
What are the stakes?

- “It’s like getting married”—really? (It can seem a lot more serious!)
- Academic departments spend huge $$$ on this process
  - And they lose big-time if they hire someone who doesn’t work out or goes elsewhere

This can work in your favour!
For any job search . . .

- The hiring process is all about finding the right person, the whole person, and not just the stellar educational track record.
- The candidate’s relevant skills, genuine motivation, and fit with employer needs are all pivotal.
Job Ad Exercise

• Two job advertisements:
  – Lab Technician, FMC Corporation
  – Assistant Professor, Analytical Chemistry, St. Mary’s

• Assume you have the credentials for this position and that it appeals to you

• Before you decide to apply, what research do you need to do about:
  – the organization
  – the department
  – the position
  – the place
  – yourself
CV or Resume?

## MARY DOE

**EDUCATION**

- Bachelor of Science in Business Administration, Phoenix, University of Arkansas, Fayetteville, AR
- Expected Graduation Date: May 2009
- Minor: Management

**EXPERIENCE**

- Investment and Insurance Compliance Associate, Avonna Asset Management, Fayetteville, AR
  - January 2006 - Present
  - Financial services experience for the insurance industry
  - RESPONSIBILITIES:
    - Conduct due diligence on insurance programs
    - Responsible for the implementation of new insurance programs
  - Accomplishments:
    - Increased sales by 25% through targeted marketing strategies

- Course Assistant, University of Arkansas, Fayetteville, AR
  - Responsible for grading and providing feedback to students

**LEADERSHIP EXPERIENCE**

- **Scholarship Chairperson**, Delta Upsilon, University of Arkansas, Fayetteville, AR
  - May 2007 - December 2008
  - Responsible for developing and implementing scholarship programs
  - Conducted regular meetings with scholarship committee

**TECHNICAL SKILLS**

- Proficient in Microsoft Office
- Knowledge of database management

**HONORS & AWARDS**

- National Scholarships for Business Finance Competition Scholarship

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## Catherine R. Stocker

**EDUCATION**

- Ph.D. Candidate in Computer Science
  - University of Pennsylvania, Philadelphia, PA
  - September 2005 - Present

- B.S. in Computer Science
  - University of Pennsylvania, Philadelphia, PA
  - May 2001 - May 2003

**CURRENT RESEARCH EXPERIENCE**

- **Research Assistant**, Stanford University, Stanford, CA
  - September 2004 - Present
  - Responsibilities:
    - Conducting research on computational models of human behavior
    - Developing algorithms for data analysis
    - Publishing research papers in scientific journals

**PUBLICATIONS**

- **Journals**:
  - *Journal of Artificial Intelligence*, 2015

**CONFERENCE CONTRIBUTIONS**

- **Presentations**:
  - *AAAI Conference on Artificial Intelligence*, 2015
CV: Assistant Professor

Read. Turn to a Partner. Discuss.

• How does the candidate present himself effectively?
• How would you recommend this candidate improve?
Resume: Lab Technician

Read. Turn to a Partner. Discuss.

• How does the candidate present himself effectively?
• How would you recommend this candidate improve?
Why a Resume or CV?

What do you believe is the purpose of your resume or CV and other application documents?
Answer

1. To get you the interview

BUT MORE IMPORTANTLY

2. To prepare for the interview

“As you can see by my resumé, I attended two of the top 10 party colleges.”
Interview Prep: Anticipating the Questions
The Campus Interview

- Multiple interviews (and interview-like meetings) with
  - Department members
  - Graduate and undergraduate students
  - The hiring committee, the Chair, the Dean

- The “job talk”

- A teaching demonstration (not always included; often students are invited to the job talk, so teaching ability is gauged then)

- Meals and social gatherings
The Campus Interview:
Anticipating Questions

• There are standard categories of questions in an academic interview (see our handout)
• And a job ad is a mini-preview of the interview
• Advantages: you can predict the questions and totally prepare!
The Non-Academic Interview

- Pre-screen: by telephone or in-person
- One-on-one:
  - Human resources
  - Hiring Manager
  - Peer
- Panel, board, committee
- Group interview
- Social situation (meal, cocktail reception)
- Multiple stage interview
Types of Questions

1. Behavioural (how did you . . . ?)
2. Situational (how would you . . . ?)
3. Technical (can involve activities or role plays)
4. Case
5. Reflective (insight to yourself)
6. Advanced references (insight from others about you)
7. Career goals
8. Housekeeping (salary expectations, availability to start, willingness to travel/relocate, driver’s license and access to vehicle)
9. Your Turn to Interview
Call for Volunteers

• 3 volunteers for non-academic interviews = candidate
• 3 volunteers for academic interviews = candidate
Each volunteer will answer 2 interview questions and be evaluated by the employer panel and the audience

• 2 volunteers for interviewer role = employer, non-academic
• 2 volunteers for interviewer role = employer, academic
Each volunteer will ask one question of the candidates; all will evaluate the answers
After a 30-minute break, we’ll begin the mock interviews.
Interview Day
Mock interviews: Seating

• Volunteers, please take your seats:
  – Academic seats
  – Non-Academic seats
  – Interview panel seats
• The interviewee will sit in the hot spot (chair at the centre/front)
Mock Interviews: Academic

- Interviewers: choose a question from the distributed list of questions
- Do not repeat questions
  - Question 1: on the candidate’s research
  - Question 2: on teaching
- Time limit: 3 minutes per question
- Candidate will receive 30-second warning
- Evaluation: 3 minutes to fill out evaluation at end of each mock interview
Candidate Evaluation

• Content
• Delivery
• Overall
Mock Interviews: Non-Academic

- Interviewers: choose a question from the distributed list of questions
- Do not repeat questions
- Choose from Questions Types 1, 2, 5, 6, 7
- Time limit: 3 minutes per question (we will give 30-second warning)
- Evaluation period: 3 minutes to fill out evaluation at end of each mock interview
Candidate Evaluation

• Content
• Delivery
• Overall
Reflection

• Take a few minutes to reflect on what you learned today—including about yourself and how you’ll prepare for your next big interview
The Importance of “FIT”
Job Search Resources

Job Boards using Web Crawler technology:

- www.indeed.ca
- www.eluta.ca
- www.wowjobs.ca
- www.simplyhired.ca

Other job boards of interest:

- http://www.eco.ca/viewjobs/
- www.monster.ca
- www.workopolis.ca
Social Media for Job Search

Sign up for an account. Learn how they work. Book mark them. Use them at minimum for research.

• [www.linkedin.com](http://www.linkedin.com)
  Become familiar with a major source of recruitment for employers and a great way to do job search research on both companies and individuals in companies – might one day replace the traditional resume as we know it and it’s a great way to manage your own growing professional network

• [www.glassdoor.com](http://www.glassdoor.com)
  learn first hand about recruitment processes and workplace environments from people going through a hiring process or working at a specific organization

• [www.freshtransition.com](http://www.freshtransition.com)
  manage your employment search tasks in a systematic way
Recruitment Agencies

1. Learn how to navigate the agencies by visiting the association of accredited recruitment agencies in Canada and searching their database by city/province/country and by area of expertise:

http://www.acsess.org

2. Register with an agency and get them working on your behalf – below is just one example of an agency in Toronto that hires for science-related positions:

www.kellyservices.ca
Thank You!

Good luck with your job search, and do keep in touch if we can assist you:

sstevenson@utsc.utoronto.ca
sking@utsc.utoronto.ca
louden@utsc.utoronto.ca

Thanks for participating today!