

# DEMONSTRATE

A companion workbook to help you prepare for the interviews, presentations, and negotiation that are all part of the academic job market process.

Sample only.

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THE PROFESSORiate

Faculty Careers Program of Study: Demonstrate Stage  
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# How to Make the Most Out of This Workbook

This workbook is designed to accompany video lessons in the Demonstrate Module of the Faculty Careers Program of Study.

Completing this module and these activities will help you prepare for the various types of interviews and presentations that are a part of the academic job market process. They'll also help you prepare to negotiate any job offer you may receive.

This workbook contains activities that will help you not only plan and prepare for these interviews, but also create the presentations (job talk and teaching demonstration) that are included as part of the interviews. There are then activities to help you plan and prepare for any negotiation you may need to do.

As you watch the video lessons, take time to pause the videos when prompted and complete the activities in this workbook. Doing so will help you apply what you're learning to help you prepare presentations and a negotiation strategy that are unique to you and help you present yourself as the best candidate for the position.

-Your Beyond The Professoriate Team-

# Lesson 1: First-Round Interviews

## Activities:

### Checklist for your Video Interview Prep

If you have a first-round interview that is going to take place via Zoom or some other video conferencing software, use the checklist below to make sure you are prepared for it.

#### **SPACE:**

Background: Simple, minimal

Lighting: Brightest light coming from in front of you or from the side

Laptop Camera: Elevated to your eye level

Household: Communicated with so they know not to disturb

Household: Pets planned for so that they do not distract

#### **TECHNOLOGY:**

Laptop: A computer, not a phone

Laptop: Computer fully charged

Laptop: Fully updated (including video conferencing software)

Laptop: Notifications turned off

Internet: Fast, reliable connection

Phone: Silenced

Whole Set Up: Practice, practice, practice

## Brainstorming: What to Wear

Take a moment to reflect, in writing, on the following questions:

- For you, what outfit will strike the right balance between comfort and professionalism?
- Consider the outfit you picked. Do you have the pieces of that outfit already? Or will you need to shop for, or borrow, certain pieces?

## Strategize: Your Strengths

Take a moment to reflect, in writing, on the following questions:

- What are 3-5 strengths about yourself, as a researcher/scholar, that you would want to convey to a search committee?
- What are 3-5 strengths about yourself, as a teacher, that you would want to convey to a search committee?

## Drafting: Sample Interview Answer

Look over the list of sample first-round interview questions below. Pick one question from either the list of Research Questions or the list of Teaching Questions. Then use the space below to draft an answer to that question.

Remember to fully answer the question, but to do so in a way that brings the discussion back to one of the strengths about yourself that you want to highlight to interviewers.

### Research Questions:

- How does your dissertation contribute to your field?
- Where do you hope to publish in the next five years?
- How do you plan to involve undergrads (and/or graduate students) in your research?
- What resources and space do you need to conduct your research?
- What's your research plan for the next five years?

### Teaching Questions:

- How do you define effective teaching?
- How would you teach (Class X) in our curriculum?
- What are a few classes you can see yourself developing and offering?
- What kind(s) of student populations have you worked with?
- How would you mentor undergraduates (and/or graduate students)?

# Lesson 2: Campus Visit Part 1: Preparation

## Activities

### Reflect: What Do YOU Want From a Faculty Job?

No job (in academia or otherwise) is likely to give you 100% of what you want. But identifying the top 1-3 things YOU want in an academic job can help make your Campus Visit more fruitful, as it will give you a clearer sense of what you should be looking for in a prospective job/department.

So take a moment to reflect, in writing, on the following question:

- What do YOU really want in an academic job? A specific teaching load? A particular pay range? A certain location? Being the only one in your department working on your subject? Being one of several faculty members working on your subject? Etc.



## Checklist for Packing a Campus Visit Day Bag

Use the checklist below to help put together the bag you will carry with you during the day(s) of your Campus Visit. If you don't have a listed item in your possession, make note of where/how you plan to acquire it.

Travel Toothbrush/Toothpaste

Mints

Hand Sanitizer

Snacks

Water

Tissues

Chapstick

Stain Remover

Sewing Kit

Medication(s)

Menstrual Care Products

Copies of Paperwork

Additional notes (how you will acquire items, what specific types of snacks to bring Etc.)

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