A Phone and Video Interview Checklist

Preparation for the first round of interviews

- □ Demonstrate flexibility in setting up the interview time and date.
- □ Conduct research on the institution, department, curriculum, and faculty.
- □ Outline and practice answers to basic interview questions.
- □ Prepare questions for the search committee that reflect knowledge of the institution's mission and illustrate your consistency with that mission.
- □ Find a quiet and professional place to be interviewed free of all interruptions.
- □ Test any technology and make plans with the Chair about what to do if technology fails.

Phone and video interview

- □ Smile and show enthusiasm, even if not on camera.
- □ Speak to the camera, not the screen.
- □ In the case of poor audio, check to make sure that you heard questions correctly.
- □ Emphasize your fit with the main requirements of the job and with the mission of the institution.
- □ When given the opportunity, ask two or three questions that demonstrate knowledge about the position and that are consistent with the requirements of the position.

This material is a companion to *Becoming a Psychology Professor: Your Guide to Landing the Right Academic Job*, by Guy A. Boysen. An overview of the book can be viewed on the American Psychological Association website (https://www.apa.org/pubs/books/4313054).

Additional supplemental material is available on the book's companion website (http://pubs.apa.org/books/supp/boysen/).