On-Campus Interview Checklist

On-campus preparation and travel

- □ Demonstrate flexibility in setting up the interview time and date.
- □ Confirm travel plans with a campus representative.
- □ Obtain the interview schedule, including names of people you will meet, as soon as possible.
- □ Conduct research on any people or topics you anticipate being part of the interview.
- □ Plan and practice job talks.
- □ Outline and practice answers to detailed job-interview questions.
- □ Plan general questions that you can ask anyone and specific questions for faculty and administrators that demonstrate your fit with the institution.
- □ Pick out or purchase two sets of professional attire, including shoes, that you will be comfortable in while wearing all day.
- □ Pack lightly enough so that no luggage needs to be checked if flying, but have enough clothing to recover from a spill or a rip.
- □ Shake hands with some people you trust and have them evaluate your technique—seriously, first impressions matter.

On-campus meetings

- □ Demonstrate enthusiasm and interest.
- □ Treat everyone with respect.
- □ Travel as light as possible on campus—get by with just a small professional portfolio if possible.
- □ Act like a professional peer and an expert in your area.

On-campus job talks

- □ Have copies of your presentation file available in multiple formats, online and physical.
- □ Demonstrate professional speaking skills and enthusiasm for the topic.
- □ Engage the audience as much as possible throughout the talk.
- □ Express openness to questions, even bad ones.
- □ Be calm and flexible if there are scheduling or technology problems.

On-campus social events and meals

- □ Ask people questions.
- □ Follow others' lead on topics that are appropriate for small talk.
- □ Follow others' lead on eating and drinking.

When returning home

- □ Email thank-you messages to people you spent significant time with during the interview.
- □ Follow-up on any remaining questions.
- □ Start thinking about whether or not you would accept an offer from the institution.

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/).