

The Faculty Job Interview Checklist

A printable companion to the FacultyWorkshop.com article: What Search Committees Actually Look For.

Before You Apply

- ☐ Match the language of the posting, not just your general qualifications.
- ☐ Note whether the posting names specific criteria the committee will use to evaluate applicants.
- ☐ Research the department, the program, and the student population before writing your materials.

Your Application Materials

- ☐ Write a cover letter for this specific position, not a general purpose letter.
- ☐ Reference the department, the program, or the student population by name.
- ☐ Replace general statements in your teaching philosophy with concrete, specific examples.
- ☐ Proofread every document at least once after a break, not immediately after writing it.

The Interview

- ☐ Prepare concrete examples for teaching approach, research direction, and departmental fit with the role's criteria.
- ☐ Practice answering the actual question asked before adding supporting context.
- ☐ Prepare two or three questions that show you understand the role's real criteria.
- ☐ Confirm the interview format and length in advance.

The Teaching Demonstration

- ☐ Confirm the intended audience level before preparing your material.
- ☐ Build in at least one moment of real interaction with the room.
- ☐ Time your demonstration in advance and leave room for questions.

After the Interview

- ☐ Send a brief thank you that references something specific from the day.
- ☐ Confirm your availability and preferred contact method before you leave.
- ☐ Note anything you want to follow up on if you do not hear back within the stated timeline.