

Interviewing and Networking Strategies for International Students



English for Academic Purposes
Workshop Series

Graduate School Professional Development Activities Checklist

	Department and Discipline	Research	Teaching	Career	Ethics
Early Stage (coursework; pre-doctoral)	<input type="checkbox"/> Learn about programs and resources <input type="checkbox"/> Synch to the professional development calendar <input type="checkbox"/> Develop a strategic plan with your academic adviser <input type="checkbox"/> Meet with your subject librarian	<input type="checkbox"/> Explore resources for internal and external grants and fellowships <input type="checkbox"/> Sign up for COS and register professional profile <input type="checkbox"/> Apply for grants and fellowships	<input type="checkbox"/> Explore Kaneb Center programs and resources <input type="checkbox"/> Attend TA Orientation <input type="checkbox"/> Begin working toward teaching certificates	<input type="checkbox"/> Explore Career Center programs and resources <input type="checkbox"/> Complete a self-assessment <input type="checkbox"/> Build your campus network <input type="checkbox"/> Build your CV <input type="checkbox"/> Attend job talks in your department	<input type="checkbox"/> Explore Office of Research, Riley Center, and Center for Ethics and Culture <input type="checkbox"/> Complete Responsible Conduct of Research (RCR) training <input type="checkbox"/> Complete the required ethics workshop
Mid Stage (master's research; candidacy exams)	<input type="checkbox"/> Assess your strategic plan <input type="checkbox"/> Meet departmental milestones <input type="checkbox"/> Develop a network within your department <input type="checkbox"/> Pursue leadership and service options <input type="checkbox"/> Join professional organizations and build your external network	<input type="checkbox"/> Participate in academic writing workshops <input type="checkbox"/> Attend and present at conferences <input type="checkbox"/> Apply for grants and fellowships <input type="checkbox"/> Volunteer as a journal reviewer	<input type="checkbox"/> Complete a mentored teaching experience <input type="checkbox"/> Take a summer teaching course <input type="checkbox"/> Arrange for teaching observation/consultation <input type="checkbox"/> Start building portfolio	<input type="checkbox"/> Explore career opportunities for your field <input type="checkbox"/> Identify your transferable skills <input type="checkbox"/> Draft application materials <input type="checkbox"/> Seek internship opportunities <input type="checkbox"/> Attend job talks in your department	<input type="checkbox"/> Reflect on the ethical dimensions related to your research <input type="checkbox"/> Attend ethics and compliance lectures
Late Stage (dissertation; job search)	<input type="checkbox"/> Request references and identify job opportunities <input type="checkbox"/> Mentor junior students <input type="checkbox"/> Meet all deadlines <input type="checkbox"/> Write and practice your job talk <input type="checkbox"/> Attend a dissertation defense <input type="checkbox"/> Report placement to Graduate School	<input type="checkbox"/> Form a dissertation reading/writing group <input type="checkbox"/> Build international and interdisciplinary network <input type="checkbox"/> Publish your research <input type="checkbox"/> Devise a 5-year research plan <input type="checkbox"/> Apply for dissertation fellowships <input type="checkbox"/> Identify funding sources for continued research	<input type="checkbox"/> Apply for advanced teaching certificate <input type="checkbox"/> Pursue "Instructor of Record" opportunities <input type="checkbox"/> Finalize portfolio <input type="checkbox"/> Develop teaching demonstration for academic interview	<input type="checkbox"/> Finalize job application materials <input type="checkbox"/> Tap into your professional network for job opportunities <input type="checkbox"/> Learn how to interview and negotiate <input type="checkbox"/> Attend job talks in your department	<input type="checkbox"/> Participate in an ethics class <input type="checkbox"/> Serve as a role model for junior graduate students on negotiating ethical issues in your research <input type="checkbox"/> Attend ethics and compliance lectures



Professional Development at Notre Dame

- Check out the list of upcoming workshops on the Graduate School's website:
 - www.nd.edu

Introductions





Workshop Outline

- Before the Interview
- During the Interview
- After the Interview

- Cultural Differences
- Specific Scenarios



Before the Interview

- Networking
- Application Materials
- What to Wear
- Interview Preparation



Networking

- Networking requires many of the same self-presentation skills as interviewing.
- Making Connections
 - Conferences
 - Guest Lectures
 - Online Networks
 - Career Center and Go Irish
- Suggestion: Keep a list of contacts who may be able to help connect you with a job



CVs/Resumes and Cover Letters

- Look at the Career Center website for templates (careercenter.nd.edu)
 - Know what types of information is and is not included in the US
 - Follow the appropriate conventions

- Upcoming EAP Workshop:
 - Cover Letters for Academic Jobs
 - Wednesday, April 24



Appropriate Attire for Interviews

□ Men

- Current suit that fits properly
- Ironed shirt with recent tie
- Leather belt (not cracked)
- Leather dress shoes
- Socks that match suit or shoes
- Well-groomed hair, including facial hair

Appropriate Attire for Interviews, cont.

□ Women

- Current suit (slacks or knee-length skirt) that fits properly
- Stylish blouse, solid color, not too bright
- Neutral hose
- Leather shoes in muted tone (make sure you can walk in them!)
- Conservative jewelry
- Hair in an actual style

Source: theprofessorisin.com/2011/11/02/1877/



General Goals Regarding Dress

- Look like a professional, not like a graduate student
 - Carry a briefcase and not a backpack
- A good quality suit usually cost a few hundred dollars and may require tailoring, but it's an important investment
- Take along a friend with good fashion sense when you go shopping



Preparing for an Interview

- Predict the types of questions you will be asked; sources:
 - the professor is in
 - Your professors
 - Ann Moran, Career Center
- Practice answering the questions out loud, preferably in front of someone else
 - Your department may offer practice interviews
 - The EAP Program will offer practice interviews (more info later)



Preparing for an Interview, cont.

- You will likely be asked if you have any questions for the interviewers.
- Have at least one or two questions that demonstrate your knowledge of the company/university and your interest in the position.



Talking about Your Research

- You must practice!
- Goal: Describe your research briefly and in a way that is clear and interesting to the person to whom you are speaking.
- Upcoming EAP Workshop:
 - Talking with Others about Your Research
 - Tuesday, April 16



During the Interview

- Interpersonal Skills
- Leaving a Positive Impression



Interpersonal Skills

- Eye contact
- Hand shaking
- Small talk
- These skills may be difficult for those from other cultures. Practice them!



Goal

- Leave a memorable and positive impression.
- Try to stand out. Don't give an answer that would be true of everyone.



After the Interview

- Send a Thank You Note
 - By email or parcel post
 - In a timely manner
 - Personalize it

Writing Thank You Notes

- Sample:

- <http://jobsearch.about.com/od/thankyouletters/a/thankinterview.htm>

- What's good and what's bad here?

- Consider this advice:

- <http://speakupforsuccess.com/6056/thank-you-note/>



Cultural Differences

- US Employers expect...
 - Self-promotion and self-confidence (not arrogance)
 - Direct communication
 - Self-disclosure (experiences, strengths, weaknesses)
 - Career self-awareness including long-term job plans
 - A certain level of informality during the interview
 - Individual equality

http://careercenter.nd.edu/assets/493/intl_student_guide_09_2006rev.pdf



Resources for Navigating Cultural Differences

- International Students Job Search and Interview Guide for Jobs in the US
 - http://careercenter.nd.edu/assets/493/intl_student_guide_09_2006rev.pdf
- Breaking the Bamboo Ceiling: Career Strategies for Asians, by Jane Hyun



Scenarios: What would you do if...

- ❑ You are terribly sick and you cannot go to your job interview. What do you do?
- ❑ At the interview, a member of the search committee asks you a question and you do not know that answer. What do you do?
- ❑ You have an interview over Skype. The sound is bad and you cannot understand everything that is being said. What do you do?



What Not To Do

- “12 Bloopers to Avoid in Job Interviews”

- <http://chronicle.com/article/Bloopers-to-Avoid-in-Job/137449/>



Follow-up: Practice Interviews

- Make an appointment during an EAP tutoring session for a practice interview
- Tuesday 3:00-6:00
- Wednesday 2:00-5:00
- Thursday 9:00-12:00
- Friday 9:00-12:00

Resources

- Career Center Website
 - <http://careercenter.nd.edu/for-undergrads/international-students/>

- International Students Job Search and Interview Guide for Jobs in the US
 - http://careercenter.nd.edu/assets/493/intl_student_guide_09_2006rev.pdf

- Book: Breaking the Bamboo Ceiling: Career Strategies for Asians, by Jane Hyun

Upcoming EAP Workshops

Thursday, Apr. 4	Paraphrasing, Using Sources Effectively, & Avoiding Plagiarism
Monday, Apr. 8	English Pronunciation Strategies and Techniques
Tuesday, Apr. 16	Talking with Others About Your Research Co-sponsored with the Graduate School Fellowship Office
Wednesday, Apr. 24	Cover Letters for Academic Jobs Co-sponsored with the Career Center