

USC Viterbi
School of Engineering

Preparing to apply to an Academic Position

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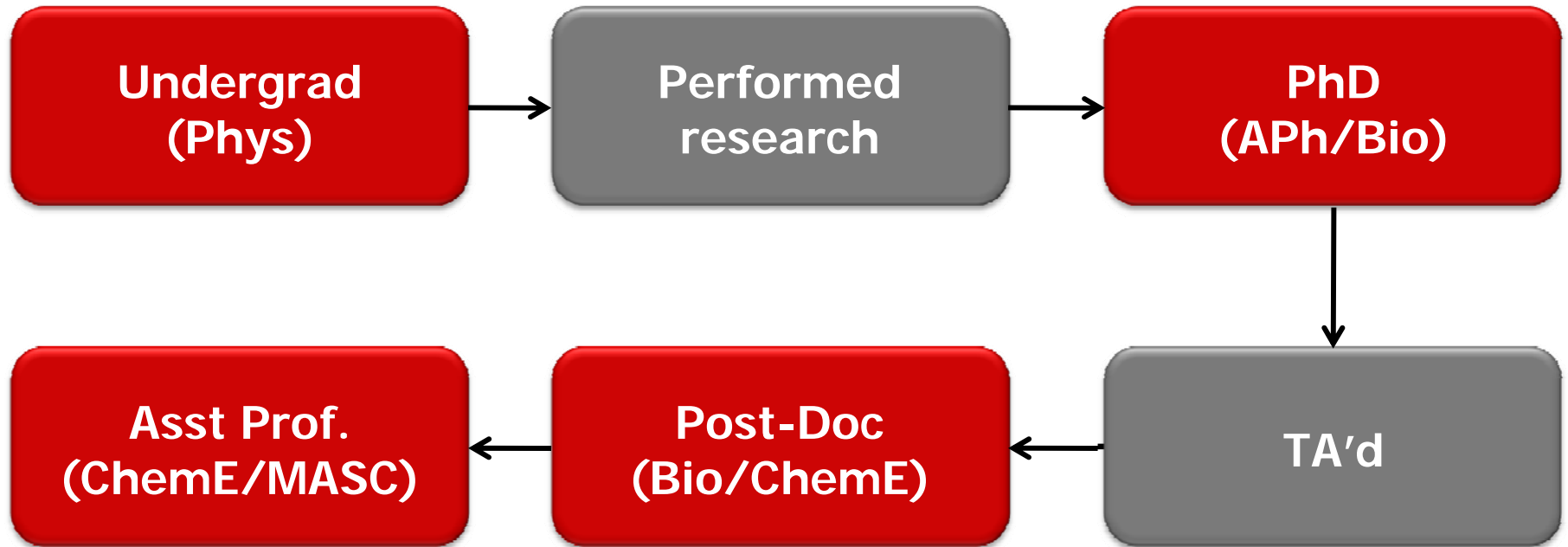
The Mork Family

Department of Chemical Engineering and Materials Science

Ming Hsieh

Department of Electrical Engineering





Two key elements which you can control:

Presentation

- Research and proposed research
- Practice your research presentation with friends who will be honest with you
- Prepare for questions from audience members who are very unfamiliar with the field

Appearance

- First impressions are very important. This is the time to get a suit which fits perfectly.

To do:

- Read over the department's course listing
- Learn about their central user facilities
- Learn about the primary research areas of the department and the school
- Learn about any research or educational initiatives

To ask:

- Is it possible to meet with certain faculty members?
- Is it possible to receive a schedule before you arrive?
- What presentations should you prepare?
- Is it possible to have a tour of any central user facilities which you are interested in?

Do:

- Get a good night's sleep the night before
- Be yourself
- Thank everyone for meeting with you
- Pack a mini-medicine kit in your laptop bag
- Have a back-up of your presentation on a USB drive
- Remain calm throughout the day (deep breaths)

Don't:

- Drink excessively during dinner
- Pretend you know something you don't
- Argue with someone in the audience during your talk
- Jump to conclusions at seemingly inappropriate questions
- Have back-to-back interviews (interview at one school on M-T and a second on Th-F)

Send thank you emails (or notes) to everyone you met with within 2 days, thanking them again for meeting with you

In your email to the chair, include an offer to send any additional, updated information – if anything has changed since you submitted your application