Campus Visits

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Today’s Agenda
1. Pre-visit
2. Visit
3. Post-visit
1. Pre-visit
Pre-visit

First thing’s first:
- You’ll need to make travel arrangements (Be kind, patient, courteous)
- You’ll need to get your campus visit itinerary (Be kind, patient, courteous)
Example 1: 1-day Visit Itinerary

Example 1:
8:30: arrival at the Department of Humanities
9-10:30: interview
11:30-1:00: lunch with Dr. Strange, Chair of the Department of Humanities
1:30: meeting with Dr. Seuss, Dean of the Faculty of Arts and Science
2:00-3:00: meet and greet
3:00-3:30: campus tour
4:00-5:00: teaching demo
5:00-6:00: research presentation
6:30: dinner
Example: 1-day Visit Itinerary

Example 2: During the visit you’ll have meetings with the search committee members, the Dean of the College, the Associate Dean for the Humanities, the director of the Core Program, the director of the Center for Community Based Learning (CCBL), representatives from the Center for Digital Liberal Arts (CDLA), and a group of students. You’ll also give a talk (roughly 45 minutes in length, with 30 minutes reserved at the end for questions). For the talk we are expecting a "teach your research" talk. A talk that good undergraduates would follow, but that describes your contribution to the field in a way that will engage scholars who don’t work in your area. And we will take you to dinner at the end of the day.
Example: 2-day Visit Itinerary

Day 1
8:15 – 9:15 am  Breakfast w. committee member
9:45 – 10:15 am  Tour of the campus
10:15 – 11:15 am  Meet with dept faculty
11:30 – 1:00 pm  leadership lunch
1:30 – 2:00 pm  Dean Martin
3:00 – 4:00 pm  Public Lecture (job talk)
4:00 – 4:45 pm  Reception
5:00 - 6:30pm  Return to hotel
7:00 pm  Dinner

Day 2
9:00 – 10:00  Breakfast w. committee member
10:00 – 10:45  Coffee with grad students
11:00 – 12:00  Meet with dept faculty
12:15 – 1:30 pm  Lunch with dept faculty
1:30 – 2:00 pm  Dean
2:30 – 3:45 pm  Teaching demo
4:00 - 5:00 pm  Meet with search committee chair
5:00 - 6:30pm  Return to hotel
7:00 pm  Dinner
In a nutshell

YOU GET A MEETING, AND YOU GET A MEETING
A campus visit is “meetings galore” and you will need to be “on” ALL THE TIME (12-14 hours, sometimes for two days in a row). You’ll need to prepare and you’ll need to be prepared:
1. **Pre-visit**

Based on itinerary:

- Prepare for the elements
- Prepare for your meetings
- Prepare your "performance"
1. Pre-visit

Based on itinerary:

- Prepare for the elements
- Prepare for your meetings
- Prepare your “performance”: 
Prepare for the Elements

- Check the weather
- Pack extra clothes
  - Yes, you do need to have a different outfit for each of the days if a 2-day visit
- Make sure you have professional attire in carry-on
- Comfortable shoes (those campus tours...)
- Necessities such as medicine (including basic stuff like tissues and Tylenol) and toiletries
Other Necessities
Accessories

- Your pens
- Copies of CV
- Hard copies of everything else
- Notebook
- H₂O or Coffee
- Breath mints
- Backup
- Tech
Accessories: This, Not That
1. Pre-visit

Based on itinerary:

- Prepare for the elements
- Prepare for your meetings
- Prepare your “performance”:
Meetings: Prep I

In the weeks before:

- Do research
  - Committee members
  - Department
  - Institution
- Develop questions
  - Think about the different people you’ll meet—how would your questions change based on audience?
- Develop and practice answers
  - Think about the different people you’ll meet—how would your answers change based on audience?
- Don’t forget your POV for that position
- Always try to make broader connections
- Prioritize conversation over monologue
- Remember specific features such as diversity
Zooming in and out (Modularity)
Meetings: Prep II

How to mentally prepare for the long day(s) ahead:

A campus visit is a precious moment where the other side is showing their investment.

**Genuine excitement is critical!**

- Get a good night’s sleep!
- But come alert
- Don’t overwork your brain the day before
- At the hotel, read something fun or watch something “light” on TV
- Eat a meal that won’t upset your stomach
- Strategize how to use your breaks
1. **Pre-visit**

Based on itinerary:

- Prepare for the elements
- Prepare for your meetings
- **Prepare your “performance”:**
  - Job Talk
  - Teaching Demo
  - Chalk Talk
Performance: Prep I

Once you get the invitation,

- **Get information about the job talk**
  - Length?
  - Format?
  - Audience?
  - AV needs?

- **Get information about the teaching demo**
  - Which class?
  - Syllabus?
  - Topic?
  - Contact info for instructor?

- **Get information about your chalk talk**
  - Length?
  - Format?
  - Audience?

(Be kind, patient, courteous)
Performance: Prep II

- **Practice your job talk**
  - Set up a mock with advisors and peers for content
  - Set up a mock with GRADTalk for presentation mechanics

- **Practice your teaching demo**
  - Get advice from CCT

- **Practice your chalk talk**
  - Get advice from your advisors and UChicagoGRAD career advisors

Make sure you adhere to the committee’s specific requests both in terms of time and format
2. Visit
In the room: Attire

EVERYONE
- FIT, NOT $$$$  
- Dress professionally  
- Avoid bright colors  
- Avoid busy prints  
- Consider the “corporate” question  
- Layer for flexibility

WOMEN
- Easy on the jewels  
- Make sure the hair is not getting in the way

MEN
- Very clean facial hair  
- Simple tie
In the room: non-verbal

- **80% in 20 Seconds**
  - Smile / Energy
  - Handshake-ready

- **Eyes up**
  - Where?
  - Bridge of the nose
  - Keep them level
  - But you can look off!

- **Posture**
  - Convey confidence, openness and friendliness.
  - Don’t get too comfortable or informal
General Rules of Conduct

During meals:

Avoid:
- Spicy foods
- Food that may impact your breath
- Food that may upset your stomach
- Messy foods

Don’t:
- Order the most expensive dish on the menu
- Order alcohol at lunch
- Order more than one drink at dinner
- Get drunk
- Complain about the food

Do
- Follow your hosts’ lead in everything
General Rules of Conduct

Treat EVERY meeting and encounter as significant

Don’t:
be fooled by informal settings
don’t get tempted to “chill” or “hang” with graduate students and undergrads

Do
Be nice, open, curious, and enthusiastic
Show your POV
Avoid gossip, negativity, and “dirt”...
In the room: “informal settings”
Illegal Questions

Questions about national origin, citizenship, age, marital status, disabilities, arrest and conviction record, military discharge status, race, gender, or pregnancy status are illegal. Any question that asks a candidate to reveal information about these topics without the question having a job related basis are a violation of various state and federal discrimination laws.

Examples of Illegal Questions

- Are you a U.S. citizen?
- Are you planning to have children?
- What does your husband/wife do?
- How old are you?
- What is your religious affiliation?
Illegal Questions

How to Deal with Illegal Questions

If asked an illegal question you can:

- **Choose not to answer**
  “I’m uncomfortable with this question and prefer not to respond”

- **Choose to answer**
  - Respond directly and briefly if you feel comfortable doing so
  - Respond to the intent of the question
    “Nothing in my personal life will prevent me from taking this job”
  - Ask for the motivation behind the question
    “It’s not clear to me why you’re asking about this. Can you please explain?”
  - Deflect
    “It’s interesting you ask me about children--do you have kids yourself?”
  - Ignore and change the subject
    “I hear the music scene here is great”
Typical Questions: Research

- Tell us about yourself/your research
- How does your research contribute to your field?
- Why didn’t you do X in your research?
- What do you need to carry out your research plans?
- What are your plans for seeking external funding?
  When will you have sufficient preliminary data for a grant application?
- What are your future research plans? How do you see them fitting in at this institution?
- What kinds of collaborations do you envision here?
- What are specific issues in your opinion shape/will shape our discipline in the next ten years?
Typical Questions: Teaching

- How does your specialized research inform your teaching?
- What courses could you offer here?
- How do you teach an introductory class in X? What textbooks do you use?
- How would you get students interested in your classes?
- How would your students describe you?
- Tell us about a time when something went wrong in your class and how you handled it?
- What do you expect to find here/how would you teach our students?
Typical Questions: General and other

- Why do you want this job?
- What is diversity to you?
- When do you think you’ll be done with the dissertation? Is that realistic?
- Do you have other interviews/campus visits lined up? How would you decide if you were offered a job in more than one place?
- What questions do you have for us (x3)*
Questions?
3. Post-visit
Follow up

- You should send individual thank-you emails within 24 hours of the end of your visit.
- Yes, you should email every person you met with during your visit.
- You should try to make each email specific by incorporating details from the meeting you had with that individual.
Questions?
General Tips for Success

You are a **potential colleague**, not a grad student or postdoc
Be nice to **EVERYONE**
Be **confident**, not cocky
Don’t be generic—speak from experience
Have your questions ready
Demonstrate interest in and knowledge of the institution
Have a snack and water with you

Remember that at this point, they’re trying to sell themselves as well and...
Always

Be

Conducting yourself as if interviewing!
For Appointments: gradgargoyle.uchicago.edu

> Academic & Career Development
  > Presenting & Interviewing: Advising

OR

> Communication Skills and Teaching
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