**The job search “cheat sheet”**

1. Where to look:
   1. General higher education websites
      1. [www.higheredjobs.com](http://www.higheredjobs.com)
      2. [www.chroniclevitae.com](http://www.chroniclevitae.com)
      3. [www.indeed.com](http://www.indeed.com)
      4. www.insidehighered.com
   2. Area specific websites
      1. [www.academic360.com](http://www.academic360.com)
   3. Network connections/word of mouth
2. Qualifications:
   1. Think about the main 3:
      1. Teaching
      2. Research
      3. Service
   2. Consider improvements you can make now:
      1. Volunteer?
      2. Program improvements?
      3. Studies?
      4. Workshops?
      5. More workshops?
3. Application materials:
   1. Resume/CV
   2. Cover letter
   3. References
   4. Transcripts
   5. Additional items
      1. Teaching philosophy
      2. Research statement
      3. Service statement
      4. Religious statement
4. Interview preparation:
   1. Who are you interviewing with?
      1. Research them! (and rest of department!)
   2. Notable relations to program and/or university
   3. Research program and curriculum
      1. Highlight what courses you could teach
      2. Degree levels
   4. Research student dynamics
   5. Research area
   6. Prepare personal talking points
      1. What are your strengths?
      2. What are your weaknesses? How have you worked to address them?
      3. Uniqueness in learning and teaching
      4. How would you handle a difficult classroom situation?
      5. How would you handle a difficult student situation?
      6. Create “dream course” ideas
      7. Map your 10 year plan
      8. Teaching philosophy
   7. Prepare questions for them
      1. Expectations for teaching, research, service
      2. Course load
         1. How many per semester?
         2. Type
         3. Summer courses?
      3. Course dynamics
         1. Class sizes
         2. Cross listings?
         3. Additional teaching sites?
      4. Student dynamics
         1. Types of students
         2. Size of program
         3. Growth patterns
      5. Student and faculty relations
         1. Student groups and advisement
         2. Student research
      6. Advising
         1. Expectations
         2. Number of students to advise
      7. Support
         1. Funding for teaching, research
         2. Workshop development
      8. Typical job placement
         1. Where do graduates end up?
      9. Anything currently in the works for the program?