Applying for your first academic role

MELANIE BRYANT
Common roles that PhD students will apply for include:

- The balanced academic role
- Teaching focused/intensive
- Research or postdoctoral roles
- (Professional roles within universities, e.g., research office or centre roles)
What should go into the application and resume?

Most university applications will ask for the following pieces of information:

- A cover letter
- A statement that addresses each of the key selection criteria
- An updated CV
- Any additional information that is requested – e.g., copies of transcripts
The importance of key selection criteria and how to address them

- Key selection criteria provide an opportunity for you to tell us about you

- If you cannot answer one be honest about your experience

- How can other skills be translated into the key selection criteria?

- How can you demonstrate your potential?

- Getting the response length right

- Statement, evidence and example can be a good approach

- Check that the KSC has been addressed rather than providing a discussion around it
What not to include in your application and resume

Keep in mind that the panel are likely reading through many applications

- If you need a contents page, that may be an indication that your application is too long
- Avoid sending copies of papers, books or theses with your application
- The little things matter – make sure you have details correct such as name, role and University
- Information that is embellished or untrue
- Including photos
Some real examples...

- Dear Mr Bryant, I am happy to be applying for this job at the University of Western Australia. I am passionate about being an academic and have a high level of skill and attention to detail that would benefit your university...

- Even though my background experience is in engineering, I have been a user of health care systems for many years and as a result know them intimately. I have many ideas about things that could be fixed in both the public and private health care areas that I could teach to your students...

- Response to key selection criteria asking about learning and teaching experience: I have learning and teaching experience.
Preparing for and attending the interview

- The questions can only be related to the key selection criteria and are not designed to trick you but may stretch you

- Familiarise yourself with the University and the School/Faculty/Centre you are applying to
  - Strategic direction
  - Research strengths
  - People including those you could work with

- We know that you will be nervous

- Sticking to time is important – pick up on cues throughout the interview

- Scripting versus your authentic self

- Prepare questions for the panel
Over to you!