

# Applying for your first academic role

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# University roles post-PhD

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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?

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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

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- 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

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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...

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- *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

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- 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!