

Academic Recruitment 101

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My Background

- * Professor of Computer Science
 - * director of doctoral program in ICT at KTH
 - * chairperson for recruitment at KTH's school of ICT
- * Information based on my experience as
 - * chair of hiring committees
 - * representative in hiring committees
 - * international expert for other universities
- * Will draw on process at KTH
 - * inspired by processes used in the US

What are we actually talking about?

Academic Positions & Recruitment

Why Are Academic Positions Special?

- * Recruitment is largely conducted by **faculty** and not HR (human resources) as in a company
 - * different objectives
 - * different processes

Talk: Scope & Objective

- * Post doctoral researcher
 - * recruited after doctoral degree obtained
- * Faculty positions
 - * assistant professor
 - * associate professor
 - * full professor
- * No definitive advice, but reflection on my experience

Who Does What?

- * Post doctoral researcher
 - * education & supervision (e & s): contributes
 - * research: participates, typically in an existing team
 - * leadership: contributes locally
- * Assistant professor
 - * e & s: **actively** contributes
 - * research: conducts, typically in a team; **must seek funding**
 - * leadership: **participates** locally

Who Does What?

- * Associate professor

- * e & s: execution and **development; principal** supervisor
- * research: active in a group; seeks funding; **leads projects**
- * leadership: support to juniors; **development; external service**

- * Full professor

- * e & s: execution, development, **leadership**; principal supervisor
- * research: **leadership**; seeks funding; **co-operation**
- * leadership: support to juniors; **leading** development; **broad external service**

Time Horizon

- * Long term
 - * become attractive (build your CV)
- * Medium term
 - * find opportunities to apply (positions)
- * Short term
 - * write a successful application
 - * attend the interview, hopefully
 - * ... and, of course, get hired!

Long term

Become Attractive

What's in a Good CV?

- * Everything relevant to **academia**
 - * e & s, research, service, outreach, ...
 - * look for a template (check KTH's template, it also includes the kitchen sink...)
- * Not just facts
 - * research statement
 - * education statement (we use a so-called educational portfolio)
 - * in general: philosophy & ambition, who are you really?
 - * you want to stick out!

Building a Good CV

- * My favorite 1: peer recognition
 - * citations, prizes, ... high quality of venues!
 - * organizational duties, service, ... volunteer!
- * My favorite 2: networking
 - * broad and international set of co-authors
 - * no more papers with your doctoral supervisors
- * Use a mentor to develop your CV
- * Be sufficiently broad in your activities
- * Continuously collect data for CV
 - * trying to reconstruct history when you apply might fail

CV Sanity Check

- * Does your CV demonstrate the criteria for the type of position you are looking for?
 - * if not, engage in activities that demonstrate!
- * Does your CV contain more than just facts?
 - * if not, elaborate!

Medium term

Find Opportunities

Where To Look?

- * Mailing lists in your area
- * Professional bodies
 - * ACM, IEEE, AAAI, ...
- * Your favorite institutions
 - * if they do not advertise properly, do you want to apply?
 - * looking at your current institution only is very high risk and frowned upon (in particular for postdocs)!
- * Your network
 - * let it be known that you are looking and shopping around

Do You Want to Apply?

- * Is the topic suitable?
 - * do you want to re-orient yourself?
 - * do you want to continue your research avenue?
- * What are the conditions?
 - * duration; temporary versus permanent; salary; ...
 - * teaching load and other duties
 - * funding (start package; cost of a doctoral student; ...)
 - * dependent or independent?
- * Do you understand it?
 - * does it use coded language?
 - * ask the contact mentioned in the description!

Short term

Applying

Typical Application Contents

- * Cover letter
 - * explain why you are interested!
 - * explain why you are a perfect fit for the position!
 - * explain why they will profit from hiring you!
- * CV
 - * use the template that they suggest (you are interested)
 - * be complete to what they want
- * Letters of reference
 - * choose broadly from senior people you know well
- * Selected publications
 - * quality of venue; timeliness; your contribution; representative

Do What They Ask!

- * Follow the instructions
 - * template, layout, what to include, ...
- * Not following the instructions means you are...
 - * not interested, or (just a random application)
 - * headstrong, or (just does not care)
 - * an idiot. (just cannot understand)

Being Interviewed

- * Most crucial point to convey

the benefit to **them** of hiring **you**

- * be knowledgeable about the environment
- * draw connections to the environment there (do not overdo it, nobody wants to hire a clone)
- * Do not repeat facts from CV, complement!
 - * but correct omissions and errors from either side

Interview Panel Participants

- * Try to figure out who will be interviewing you!
- * Adjust your language accordingly
 - * expected to communicate so that everybody understands you
 - * depends on level of seniority of position
 - * not everybody will be in subfield X of area Y (not even CS!)

Typical Interview Questions

- * Why do you want to come here?
- * What's the benefit for us from hiring just you?
- * What's the accomplishment you are most proud of?
- * What will you do in n years?
- * What collaborators do you expect to have?
- * Suppose you get n dollars. What are you going to do?
- * Where are you are going to apply for funding?

Analyze the Interview

- * Do you still want to come?
 - * are they professional?
 - * do they value their own institution?

- * Now is the time to back out
 - * you got the experience...

The Only Important Slide

Get Lucky!

- * In order to get a position, you need to get lucky!
- * In order to get lucky, you need to apply!
- * In order to get lucky, you need to learn!
 - * ask whether you can have feedback after an interview