

INTERVIEW GUIDE

FOR ACADEMIC PROMOTION APPLICANTS

Interviews allow the committee to clarify information contained in your application and for you to answer relevant questions. Will I be interviewed?

- You will be interviewed if you are applying for promotion to Level D or Level E.
- You may be interviewed at the Chair's request if you are applying to Level C.

It is your responsibility to be available for [all dates](#) on which the relevant committee meeting is held. Individual requests for a specific interview date or time will not normally be met.

Applicants attending an interview will have the opportunity to verbally update the committee on the day. The Committee will not accept hard or soft copy new information presented outside this process (including at an interview with the Committee using audio-visual technology).

PREPARING FOR INTERVIEW

The interview will be short, usually around 10 minutes. In the interest of time, there is usually no introduction made on the day. You will be provided with a list of committee members and are advised to familiarise yourself with it.

There is no set structure for interviews and the committee may choose to ask you specific questions about your case for promotion. It is recommended that you be prepared to answer questions such as:

- What is your vision for research/education/engagement?
- Are you able to tell the committee what you have done in your field and where you are going?
- What is the key question in your field and how are you addressing it?
- What will you do differently next year?
- How will you make the transitional lift?
- What is your vision for your own leadership?

It is recommended that you:

- Familiarise yourself with the membership of the committee;
- Maintain familiarity with your application;
- Bring a copy of your application with you on the day (in the event that you will need to refer to it);
- Be aware that you may be asked to briefly state your case or the committee may ask you questions in order to clarify aspects of your case;
- Listen to the questions being asked and answer the questions clearly and concisely; and
- Be well prepared and take the opportunity to highlight the strengths of your application.

ON THE DAY

Please arrive at the nominated venue or enter the Zoom waiting room, 5 minutes prior to your interview time. You are asked to be available 30 minutes prior in the event the committee are running ahead of time and wish to see you earlier.

To ensure the committee runs smoothly, please provide your mobile number to the Promotion Coordinator so that we can contact you in the event of small changes to scheduled interview time.

ADDITIONAL SUPPORT AND MATERIALS

Mock Interview Video

A video of a mock interview staged by a small version of a promotion committee with a small number of promotion applicants was facilitated by Professor Matthew Gillespie, Vice-Provost (Academic Affairs). This session is available on the [academic promotion website video resources page](#) to help you prepare for your interview.