

Early Career Scientist Professional Development Workshop

What to do and NOT to do during a job interview

(academic position)

Prof. Richard Villemur, Ph.D.
INRS-Institut Armand-Frappier



Academic position available

(University or research institute)

- Discussions: what expertise is seeking.
 - A job description is composed and posted.
- A selection committee is formed
 - Review the job applications
 - Select candidates to interview
 - Interviews
 - Recommendations



Offre d'emploi

Concours: DS 13-08

Date: 28 juin 2013

L'INRS est une université de recherche et de formation aux 2^e et 3^e cycles. Première université au Canada pour son intensité de recherche (subventions par professeur), l'INRS rassemble 150 professeurs et près de 700 étudiants et stagiaires postdoctoraux répartis dans quatre centres à Montréal, à Québec, à Laval et à Varennes. Actives en recherche fondamentale, essentielle à l'avancement de la science au Québec et sur l'échiquier international, les équipes de recherche de l'INRS jouent un rôle clé dans le développement de solutions concrètes aux préoccupations de notre société.

Le Centre INRS-Institut Armand-Frappier est présentement à la recherche d'un(e)

PROFESSEUR(E)-CHERCHEUR(E) en Microbiologie

(Poste menant à la permanence)

Le candidat s'intégrera dans les activités de l'axe Microbiologie et Biotechnologie (www.iaf.inrs.ca/iaf/recherche/axes-et-thematiques). Le Centre INRS-Institut Armand-Frappier regroupe plus d'une quarantaine de professeurs-chercheurs œuvrant à la recherche et à la formation de pointe dans les domaines de la santé humaine, animale et environnementale. Les chercheurs du Centre ont accès à une animalerie de haut niveau, à des équipements communs et à des services en génomique, protéomique, robotique, spectrométrie de masse, microscopie électronique et confocale, cytométrie et biostatistique. Le Centre est également doté d'un laboratoire de microbiologie de niveau de confinement 3.

FONCTIONS :

- Développer, dans le cadre des programmes multidisciplinaires du Centre, des activités de recherche novatrices dans des domaines reliés à la microbiologie;
- Assurer le financement de ses activités de recherche par le biais d'octrois externes provenant d'organismes publics et privés, ou en partenariat avec l'industrie;
- Participer à des activités de formation, notamment dans le cadre des programmes de 2^e et 3^e cycles du Centre, et à l'encadrement d'étudiants et du personnel de recherche.

EXIGENCES :

- Être titulaire d'un doctorat dans un domaine approprié;
- Détenir une expertise en microbiologie des actinobactéries ou en écologie microbienne ainsi qu'une familiarité avec les outils de bioinformatique seraient considérées comme des atouts;
- Posséder une expérience de recherche postdoctorale pertinente;
- Détenir une productivité scientifique démontrant autonomie et originalité;
- Être capable de travailler en équipe et en réseau dans une perspective multidisciplinaire.

LIEU DE TRAVAIL :

- Ville de Laval (Québec)

LANGUE DU TRAVAIL :

- La langue du travail est le français. La connaissance de l'anglais constitue un atout.

SALAIRE :

- Selon la convention collective en vigueur à l'INRS.

Les personnes intéressées sont priées de faire parvenir leur curriculum vitae complet, une copie de leurs trois plus importantes publications, un résumé de deux à trois pages de leur programme de recherche et de supervision envisagé ainsi que le nom et les coordonnées de trois références, avant le 15 octobre 2013, en indiquant le numéro de concours DS 13-08, à :

M. Charles Dozois, directeur
Centre INRS-Institut Armand-Frappier
531, boul. des Prairies
Laval (Québec) H7V 1B7
ou à :
secretaire.direction-iaf@adm.inrs.ca

Pour des informations concernant le Centre, consultez le www.iaf.inrs.ca

L'INRS soutient à un programme d'accès à l'emploi en amont et à un programme d'équité en emploi. L'emploi invite les femmes, les minorités visibles, les minorités ethniques, les autochtones et les personnes handicapées à accéder leur candidature. La priorité sera donnée aux personnes ayant le statut de citoyen ou résident du Canada.

Job posting: institution description

- INRS is one of Canada's leading research universities that brings together some 160 research professors in its four research centers located in Montreal, Quebec City, Laval, and Varennes. Conducting applied and fundamental research essential to the advancement of science in Quebec, as well as at the international level, INRS also plays a critical role in finding solutions to problems facing our

1-Go to the web site of the institution/department, and read all about it, specially the environment, the infrastructure, the research and faculty members.

- The INRS – Institut Ar...
- of RESEARCH PROFESS**

- The successful professors undertake leading edge research and teaching in various fields in the areas of human, animal and environmental health. The center provides access to exceptional animal facilities, has a level 3 biosafety research laboratory, as well as state-of-the-art core research facilities in genomic, robotic, proteomic, electron and confocal microscopy, flow cytometry, and biostatistics

Offre d'emploi

L'INRS est une université de recherche et de formation au Québec qui se consacre à la recherche scientifique et à l'enseignement. Elle est reconnue pour ses contributions à l'avancement de la science et de la technologie au Québec, au Canada et à l'étranger. L'INRS est une université de recherche et de formation au Québec qui se consacre à la recherche scientifique et à l'enseignement. Elle est reconnue pour ses contributions à l'avancement de la science et de la technologie au Québec, au Canada et à l'étranger.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

PROFESSEUR-CHERCHEUR en

Microbiologie

Plan de carrière de professeur

La candidate/chercheur dans le cadre de l'Unité de Microbiologie et d'Immunologie de l'INRS-Montreal.

L'INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.

Le Centre INRS-Montreal occupe et gère le personnel de recherche et d'enseignement.



Job posting: Requirements



1. RESEARCH PROFESSORS IN ENVIRONMENTAL BIOTECHNOLOGY

FUNCTIONS:²

- Develop innovative activities focusing on the research and development of microbial catalysts applied to environmental concerns or to add value to residual biomass.
- Secure external funding from granting councils, industrial partners and/or other agencies.
- Participate in graduate teaching and supervision at the M.Sc., Ph.D. and postdoctoral levels.

REQUIREMENTS:

- A Ph.D. in an appropriate field.
- A relevant postdoctoral research experience.
- A research productivity demonstrating both originality and autonomy.
- Leadership and ability to work in a team and within multidisciplinary research networks.

Job posting

- If you have an expertise that does not correspond completely to the job description, you can still try to apply.
- We hired someone expert in small RNAs instead of the microbial catalyst, because she/he had
 - a great CV,
 - excellent proposed research program,
 - fit a need that we could have been filled in another job posting, and
 - fortunately for him/her, we did not receive strong applications.



Job posting

Prepare early your application, BUT wait until the end of deadline (one week before) to submit your application. Sleep on it. It helps to improve your application.

- PLACE OF EMPLOYMENT
- • INRS – Institut Armand-Frappier
- WORKING LANGUAGE
- • French is the working language and is considered an asset.
- SALARY:
- • In accordance with the agreement in effect at INRS with the professors' Union.
- All application will be treated confidentially. Interested applicants must forward a complete curriculum vitae, a copy of their three most significant publications, a two to three page summary of their research and supervision program planned to be carry out at INRS – Institut Armand-Frappier, as well as the name and address of three referees, **before July 16, 2010**, indicating the position number **DS 10-03**, to:



Cover letter

- One-two pages
- Personalized (avoid “to whom it may concern”)
- Summary who you are, your work, your skills, your vision of research, what you would like to develop, and why you are the best candidate for the job.



Curriculum vitae

- Well written, clear
- It should include in order (my preference):
 - EDUCATION
 - PROFESSIONAL EXPERIENCE
 - PUBLICATIONS (Refereed journals)
 - *Accepted/in press/published in decreasing order*
 - *manuscripts in preparation*
 - INVITED ORAL PRESENTATIONS
 - COMMUNICATIONS
 - OTHER PUBLICATIONS (non-refereed)
 - FUNDING (if any)
 - AWARDS and HONORS
 - TEACHING and MENTORING EXPERIENCE
 - TEACHING PHILOSOPHY (for University position with high load of teaching)
 - SERVICE to the PROFESSION (e.g. reviewer for journals, for grant agencies, member of thesis jury, etc..)



Curriculum vitae

- If you are coauthor, briefly describe your contributions
- Manuscripts in preparation: 2-3 max with where it will be submitted.
 - Do not put 10 papers in preparation, we all have 10 papers in mind
- With 50-100 applications, I do a first screening by looking directly:
 - To the list of publications in the CV,
 - Where the publications were published
 - Laboratories where the candidate did his/her work
 - The research program.
- Candidates with excellent CV and program are kept and reread for more careful examination



Research program



- Most important document of the application.
- DO NOT TRY to write a research program that is not in continuity with your work.
 - Goes with feasibility and credibility
 - Fundable program by grant agencies
 - You should know from the beginning why you are doing this postdoc, and what you would like to develop in your future laboratory
 - You should know what you can bring with you as projects from your supervisor's lab in your future laboratory.
- Do not pack your program with technical approaches.
- Do not focus on technology but on original ideas.
- The best programs are those where the candidates have a clear vision of what they would like to do.

Research program

- The program should almost be ready to submit to a grant agency
 - Context
 - Problematic
 - Hypothesis
 - General aim (vision, long term goal)
 - Objectives (5 years)
 - succinct methodology
- Refer to your papers for more technical data.
- Put one or two pictures that make easy to understand your program.
- Try to limit your program to the number of pages asked in the job description.
- However, if you need more, appendices can be added, or ½ pages can be added.



is your application ready?

- Carefully revised your documents:
 - make it read by others, such your supervisor, colleagues and friends for ideas, and your mom for grammatical errors (!!!!)



Selection

- The selection committee discusses their choices, and makes a short list of candidates.
 - Discussion can be hard here. In average, we interview 4 candidates.
- If you receive an invitation please, be very available.
 - Some accommodations for the date, but be aware that all interviews have to be done in few days or weeks.
 - Not all members of the committees are available for long time.
- Reviewing applications and interviewing candidates are very demanding tasks.
 - Any small irritation can be interpreted badly.



The interview

- You will be welcomed probably by the Director of the department or Director of the institution.
- Discussion will be about
 - The institution
 - The infrastructure available
 - Space allocated
 - startup budget
 - Visit of the department/institution (typical lab)
 - Salary and benefit.
- **DO NOT BRING GIFT(s) OF ALL SORT**



The seminar

- Public presentation.
- Stick to the time allocated, usually 45 min.
- DO NOT TRY to describe all of what you did during your master, Ph.D. and postdoc(s).
- Present the most pertinent works that led you to your proposed research program you will like to develop.
- Describe your vision of the research
 - Briefly described at the end your research program
- Make several practices in from of your supervisor, colleagues and friends.
 - Do not pack your slides with text.
 - Carefully check grammatical errors.
- The period of questions from the audience (not the committee) is a great opportunity to develop more your concepts.
 - However, be brief and straight to the point.



The confidential interview

- If the committee brings you to the restaurant, restrict yourself of alcohol, big meal or the most expensive dishes.
- Do not order spaghetti with tomato sauce: you will end out with dirty clothes.



The confidential interview

- 50% of the effort goes to the seminar and the period of questions.
- Keep energy for the other part of the interview: The confidential interview with the selection committee.
- Questions
 - Results you just presented
 - Student supervision
 - How big your lab will be
 - Infrastructure needed
 - your contacts and network
 - the strategy of grant applications (please inform you about the grant agencies in the country),
 - Possible collaborations with other scientists at the institution or outside
 - How you will be complementary to the institution
 - Your teaching philosophy (if needed).
- Be positive, humble, and honest.



The confidential interview

- Prepare also a list of questions
 - How the faculty members see the new person
 - Infrastructure shared.
 - The startup funds.
 - Teaching load
 - The Master/PhD. program and financial supports for students
- Be prepared here, to give the impression that you have made some thoughts about this.



The interview is finished?

NOT !!!

- Meet some faculty members that are interested to talk to you and discussed more in detail of their works and also yours.
- Be careful. You have to make good impression here.
- The selection committee will discuss with all faculty members about their impression on the candidate.
- Carefully read all on faculty members of the dept/research institute, specially about their research.
- Try to be interested in their research and try to have some questions related to their work.
- Good posture, well dressed is always an asset.

