**Job Talks Demystified**


*Chalk Talks* – <u>Only for tenure track faculty jobs</u>. These are closed door and meant to gauge the feasibility, approach, and rigor of research aims in relevance to the big picture.

*Mock Classroom Lecture (Teaching Demo)* – <u>For teaching jobs</u>. Deliver a mini or full lecture designed for a real student audience. Expect students to be in the audience!

*Research Talks* – <u>Most job interviews will require this</u>. Audience backgrounds and expectations are variable depending on job sector and job type. Typically, open to entire group or home department to attend in addition to collaborators and partners of that unit.

**General Tips and Pointers:**

- Know your **audience** and **customize** your talk for each audience group.
- Do not "unload information". Talk about **relevant points** only.
- Give the audience time to process information by being **deliberate and intentional.**
- Keep the **story** as **simple** as you possibly can.
- Give your final **take-home** message **early** in the talk.
- Talk about how your past and current **work relates to the job posting.**
- Talk about the **human aspect** of your work (collaborators, trouble shooting stories, path to discovery).
- Periodically **remind the audience of your message** and the big picture.
- Do not start off with an agenda slide; get their interest and then put up a **roadmap.**
- **End your talk STRONG** with the same big picture as in introduction.
- **Practice** your talk and **record yourself.**
- Self-critique and invite colleague critiques to improve slide design, content, and delivery.
- Be **humble, sincere, confident.**
- **Make eye contact!**
- **Stay on time!**


✓ One message per slide
✓ 7x7 rule – maximum 7 bullet points and maximum 7 words/bullet point
✓ Few words more pictures and graphics
✓ Roadmaps are very helpful
✓ Title should give the message
✓ Use white space effectively
✓ Use consistent scheme (i.e. color, font, image style) all along the presentation

**OFFICE OF GRADUATE AND POSTDOCTORAL STUDIES**

## Job Talks References:

https://career.ucsf.edu/sites/career.ucsf.edu/files/Job%20Talk%20Tips.pdf

http://www.sciencemag.org/careers/2005/12/tooling-job-talk-jitters

https://www.nature.com/naturejobs/science/articles/10.1038/nj7516-131a

https://career.ucsf.edu/sites/career.ucsf.edu/files/PDF/ResearchersAcademicJobTalksUW.pdf

https://theprofessorisin.com/2016/11/28/why-your-job-talk-sucks/

http://www.sciencemag.org/careers/2008/06/tooling-finer-points-giving-job-talk

https://www.bwfund.org/sites/default/files/media/files/giving%20talks.pdf

## Chalk Talk References:

http://vosshall.rockefeller.edu/assets/file/ChalkTalk.pdf

https://edgeforscholars.org/qa-how-to-give-a-chalk-talk/

## Mock Lecture/Teaching Demo References:

https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3587851/

https://www.insidehighered.com/advice/2015/01/21/essay-giving-teaching-demonstration-academic-job-candidate

## Presentation Design References

*Slide:ology - The Art and Science of Creating Great Presentations*
By Nancy Duarte

https://www.amazon.com/slide-ology-Science-Creating-Presentations/dp/0596522347/ref=sr_1_1?ie=UTF8&qid=1522930048&sr=8-1&keywords=Slidology

*Presentation Zen: Simple Ideas on Presentation Design and Delivery*
By Garr Reynolds

https://www.amazon.com/Presentation-Zen-Simple-Design-Delivery/dp/0321811984/ref=sr_1_1?ie=UTF8&qid=1522930145&sr=8-1&keywords=zen+presentation