

# Practical advice on job applications (UK)

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# Before the Application

- Read the job description - do you fit? you will be asked to demonstrate that you fulfil the criteria (e.g. do you have ‘time-management skills’?)
- Discuss with someone in the hiring department what they are looking for in order to tailor your application
- Applications take time and effort to write, but you need to take care over it. It needs to be clear that you want the job.
- Get someone else to read your application before sending it in.

## There are lots of things to include in your cv:

- invited talks, other talks
- any prizes,
- publications
- research achievements and plans (making importance clear to non-expert). Use 'I' when describing what you have done.
- have you organised seminars/workshops?
- sat on departmental committees?
- done any teaching?
- worked with PhD students?
- developed webpages?
- learnt languages?
- won any grants (however small)?
- collaborated with people at other institutions/industry?
- done any outreach?

Referees - usually 2 or 3

- The better known these people are, the better, as long as **they know you**.
- Try to have different institutions and even different countries.
- These may not be requested until after shortlisting

# The interview

- You will be asked to give a research presentation and may also have to do a short lecture. Prepare carefully. Practice it with nonexperts. **Get timing right.**
- Panel membership will be from across the university (i.e. including people from completely different fields).
- Make sure you know:
  - Why do you want this job? (make sure you know what the job entails)
  - How well will you fit in ? (make sure you know what other people there are doing)
  - Why does what you are doing matter outside your field?
  - Where do you want to be in 5 years time?

## After the interview

If you succeed, remember this is just the first step of the next stage of your career ...

If you don't succeed, ask for feedback.

Return to slide 1 and **try again!**

Alternatively, or in addition, consider applying for a long-term fellowship at a UK institution - in almost all cases fellows have subsequently obtained an academic position there or elsewhere in the UK.

## 5-year fellowships in the UK

Good stepping-stone to a long-term UK position - talk to UK lattice people if interested. Some universities support them with additional funding if successful.

- STFC Ernest Rutherford fellowships - 5 years.

Applications require substantial grant proposal - deadline is 20th September. Departments have a quota for applications that is being considered *\*NOW\**.

- Royal Society University Research Fellowships - 5 years, with extension to 8 years.

Applications require substantial grant proposal and a host institution (but no quota). Deadline : 5th September.

- Also ERC: starter and consolidator grants and (new) UKRI leadership fellowships