Career Trajectory, Aspiring Deans

This is a process for planning for your next career move. It allows you to see if you meet the requirements of the position and what areas you may need to develop. You should also consider using this or something similar to keep track of your accomplishments.

Developing a skills matrix

One way to determine if you are qualified for a certain position or to plan for a position you aspire for is to develop a skills matrix. How do you do this?

- Review the position description carefully and identify the skills and characteristics they are looking for then map your skills and accomplishments
- Pull IPEDS data on the institution so you can relate your accomplishments/skills to that specific institution
- Create a spreadsheet with the following columns:
  o Actual skill/characteristic sought
  o Do you have the skill and, if so, identify it
  o Do you have accomplishments to support the skill and, if so, identify them
  o Determine at what level you met the skill (%)
  o Determine at what level you are deficient
  o Identify next steps you may need to take to meet this skill
  o Identify what your goal is
- You should only apply for a position for which you are at least a 75% match.
- Examples: Attached are two position descriptions so you can see how a matrix is developed.
- Interactive: Please find a position that interests you. Create a skills matrix and complete. We will then discuss the process for determining if you should consider the position.

NSI Interview Guidelines: tactics and standard topics

Get to know committee in advance and try to find something you can connect with
Formal introductions- smile and look in the eye
Always have paper and pen in front of you- especially to write down multi-part questions
- Did I answer your questions
- Let me confirm this is what you asked
Tell them about yourself and why their university- stay under 4 minutes
- Summary about yourself
  o Increasing responsibility
  o Preparing for this role over the years
  o Particularly excited about their university
  o Hook to remember me
  o What makes you special
  o Look everyone in the eye
  o Sit up straight- no slouching
  o Show who you are

- Check audience- watch audience carefully to keep them engaged
- Usually 12 questions- with tangents because others may ask questions
- Don't be afraid to confirm question and answer it
- Last 15 minutes critical when you ask the questions- have 8 thoughtful questions
- Nice graceful ending
- Thank you and shake hands

Types of questions search committees usually ask:
- Strategic planning
    - Tell us about a time you led a strategic plan
    - Was it successful
    - What was your approach
    - Who was involved
    - Why and how did you choose participants
    - Did you get buy-in and how
- Curriculum development
    - Example
    - Why did it
    - How did it
    - What was catalyst
- Faculty development
    - Recruiting
    - Retaining
    - How successful
    - Relate to staff hiring
    - Recruiting diversity
    - Faculty development
    - Be aware of what is needed
- Normal dean type questions
    - Manage budget
    - Manage space
    - Manage squabbles
    - Manage hiring process
    - Staff recognition
    - Manage facilities
- Community- how do they view themselves and climate
- Fund raising examples
- How will you increase reputation
- International partnerships
    - What do you want
    - Specific regions
    - Aspirations
    - Goals
- What is meaning and significance if faith based

- Read recent news on university- if something controversial what would you have done if in our place
- Risk management of going outside the box
- Reputation
    - Outside region
    - Is this really an enrollment question?
    - + and – of expanding
- Always re-read position description to try and decipher what really saying or asking for
- End with 8 substantive questions
    - Never debate an answer
    - Listen to it
    - Add it to your store of information
    - Leave them by tying it all together
- If you get an off the wall question-
    - "no one has ever asked me that before, I need to think about it"
    - Accept and deflect- "if you would like to know what I might do"