



APA | How Did You Get That Job?

## Dr. Guy A. Boysen

Professor of Psychology

- BA, St. John's University, Collegeville, MN
- Ph.D., Iowa State University
- Professor, McKendree University, Lebanon, IL
- Provost Fellow, McKendree University, Lebanon, IL
- Associate Editor, *Teaching of Psychology*
- Author, *Becoming a Psychology Professor*





1

APA | How Did You Get That Job?



## Overview

- Types of academic institutions and positions
- Creating effective CVs
- Expressing fit in cover letters and other materials
- Avoiding kisses of death in the application process





2

APA | How Did You Get That Job?

3


APA | How Did You Get That Job?


4

APA | How Did You Get That Job?

## Your ideal?



- Teaching \_\_\_\_\_%
- Research \_\_\_\_\_%
- Service \_\_\_\_\_%

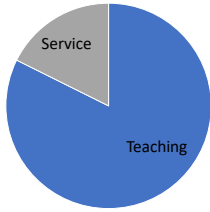



5

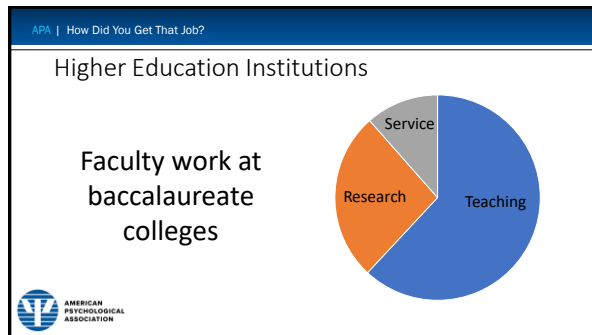
APA | How Did You Get That Job?

## Higher Education Institutions

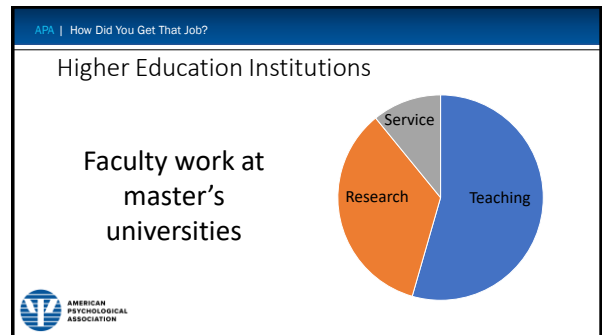
Faculty work at community colleges

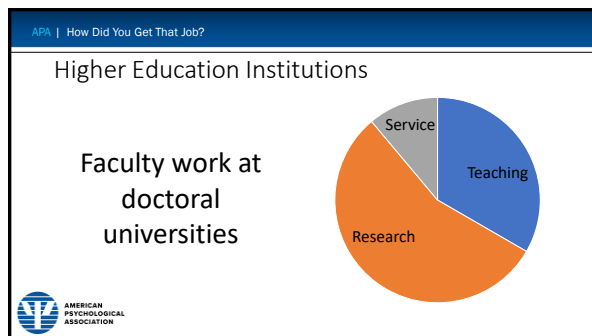
6



7



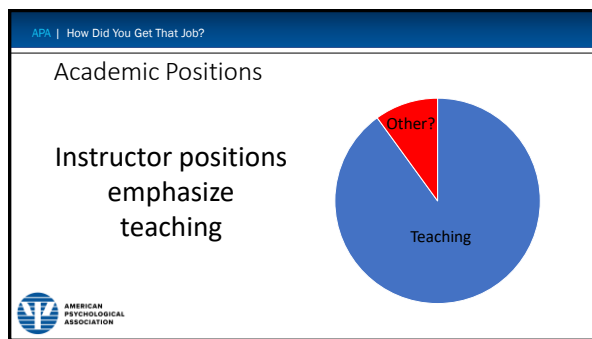
8



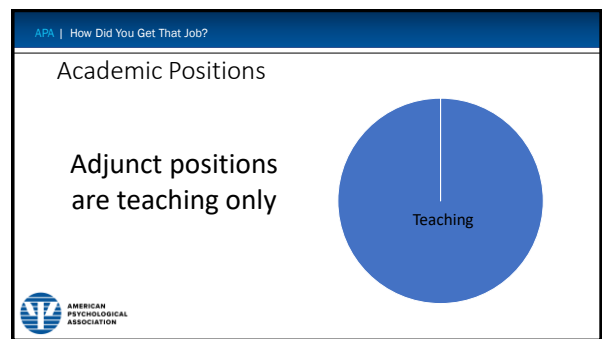
9



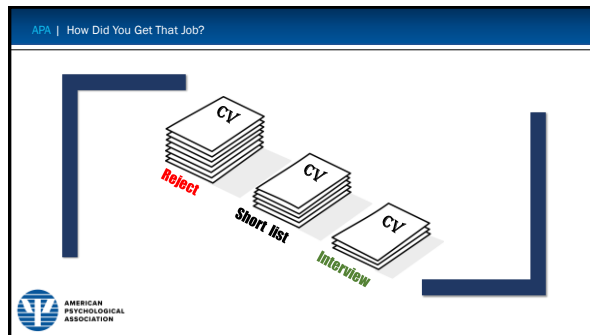
10



11



12



13

APA | How Did You Get That Job?

### CVs for Academic Jobs

- An exhaustive list of academic qualifications
- Presents objective accomplishments only
- Not the same as a resume

YOU ARE WHAT YOUR RECORD SAYS YOU ARE  
Bill Parcells

AMERICAN PSYCHOLOGICAL ASSOCIATION

14

APA | How Did You Get That Job?

30 seconds

AMERICAN PSYCHOLOGICAL ASSOCIATION

15

APA | How Did You Get That Job?

Would you interview this candidate for a clinical/developmental position at a baccalaureate college?

AMERICAN PSYCHOLOGICAL ASSOCIATION

16

APA | How Did You Get That Job?

**Jiro Gold**  
Iowa University Medical Center  
400 Hawk Av.  
Iowa, IA 52241  
jgold@iowa.med  
123-456-7890

**Education**  
2017 Ph.D. in Counseling Psychology, State University of Iowa  
Adviser: Eva Gloved  
Dissertation title: *Stigmatization of Substance Use in Mental Health Treatment*  
2014 MA in Psychology, State University of Iowa  
Adviser: Eva Gloved  
Thesis title: *Measurement of Stigma Toward Seeking Mental Health Treatment*  
2012 BA in Psychology, St. Stephen's College

**Professional Positions**  
2020-present Postdoctoral Fellow, Iowa University Medical Center, Iowa, IA  
2018-present Adjunct Instructor, Iowa University Medical Center, Iowa, IA  
2017-2018 Predoctoral Internship, Counseling Services, State University of Iowa, Boone, IA  
2012-2015 Graduate Research Assistant, Department of Psychology, State University of Iowa, Boone, IA

AMERICAN PSYCHOLOGICAL ASSOCIATION

17

APA | How Did You Get That Job?

**Jiro Gold**  
Iowa University Medical Center  
400 Hawk Av.  
Iowa, IA 52241  
jgold@iowa.med  
123-456-7890

**Education**  
2017 Ph.D. in Counseling Psychology, State University of Iowa  
Adviser: Eva Gloved  
Dissertation title: *Stigmatization of Substance Use in Mental Health Treatment*  
2014 MA in Psychology, State University of Iowa  
Adviser: Eva Gloved  
Thesis title: *Measurement of Stigma Toward Seeking Mental Health Treatment*  
2012 BA in Psychology, St. Stephen's College

**Professional Positions**  
2020-present Postdoctoral Fellow, Iowa University Medical Center, Iowa, IA  
2018-present Adjunct Instructor, Iowa University Medical Center, Iowa, IA  
2017-2018 Predoctoral Internship, Counseling Services, State University of Iowa, Boone, IA  
2012-2015 Graduate Research Assistant, Department of Psychology, State University of Iowa, Boone, IA

**Honors and Awards**  
2019 Barbara A. Kirk Award Research Award, Society for Counseling Psychology  
2016 Graduate Student Research Excellence Award, State University of Iowa  
2013 Psi Chi, The International Honor Society in Psychology

**Publications**  
Page, J., Gold, J., G., Folds, B., Garcia, J., & Gloved, E. (in press). Stigmatization of drug and alcohol use in mental health treatment. *Journal of Counseling Psychology*.  
Gold, J., & Gloved, E. (2020). A new measure of stigma toward mental health treatment seeking. *Counseling Psychologist*, 45, 1-15.  
Gloved, E., Boudrian, A., Thompson, H., & Gold, J. (2019). Treatment seeking among young adults with substance-use disorders. *Journal of Counseling and Clinical Psychology*, 33, 143-167.  
Johnson, J., Gloved, E., Lee, Z., & Gold, J. (2018). Stigma among counseling psychologists and counseling students. *Journal of Counseling and Development*, 20, 67-75.

AMERICAN PSYCHOLOGICAL ASSOCIATION

18

APA | How Did You Get That Job?

**Presentations**

Gold, J., Page, J., G. Folks, B. Garcia, J. & Glover, E. (2017, August). *Stigmatization of drug and alcohol use in mental health treatment*. Symposium presented at the American Psychological Association Annual Convention, Washington, D.C.

Gold, J. (2017, January). *An activity to reduce stigma toward mental illness in abnormal psychology*. Poster presented at the National Institute on the Teaching of Psychology, St. Petersburg, FL.

Gold, J., & Glover, E. (2016, August). *A new measure of stigma toward mental health treatment seeking*. Poster presented at the American Psychological Association Annual Convention, Washington, D.C.

Johnson, J., Glover, E., Lee, Z., & Gold, J. (2015, April). *Stigma among counseling psychologists and counseling students*. Paper presented at the Midwestern Psychological Association Annual Conference, Chicago, IL.

**Teaching Experience**

2018 Abnormal Psychology: Instructor, Boone Community College (N = 35).

2018 Social Science Research Methods: Instructor, Iowa University (N = 25).

2015-2017 Personality: Instructor, State University of Iowa (N = 100).

2014 Introductory Psychology: Teaching Assistant, State University of Iowa (N = 300).

**Journal Reviewing**

2017-2018 *Journal of Counseling Psychology*

**Service**

2018-2019 *Graduate Coordinator, Midwestern University, Evanston, IL*

19

APA | How Did You Get That Job?

**CV**

**Reject**

**Short list**

**Interview**

**Joe Gold**

Iowa University Medical Center  
402 E. 24th St.  
Iowa City, IA 52242  
563-335-0000

**Education**

2007 PhD in Counseling Psychology, State University of Iowa  
Advisor: Eric Glaser

2004 Doctorate in Health, Behaviors, and Society, State University of Iowa  
Advisor: Eric Glaser

2002 Master of Science in Counseling Psychology, State University of Iowa  
Advisor: Eric Glaser

**Professional Position**

2018-present Assistant Professor of Psychology, Boone Community College, Iowa City, IA

2015-present Assistant Professor of Psychology, State University of Iowa, Iowa City, IA

2011-2015 Assistant Professor of Psychology, State University of Iowa, Iowa City, IA

2007-2011 Graduate Research Assistant, Department of Psychology, State University of Iowa, Iowa City, IA

**Research and Awards**

2019 Barbara A. Roth Award Research Award, Society for Counseling Psychology

2018 Graduate Research Assistant, State University of Iowa, Iowa City, IA

2017 PhD in Psychology, State University of Iowa, Iowa City, IA

**Publications**

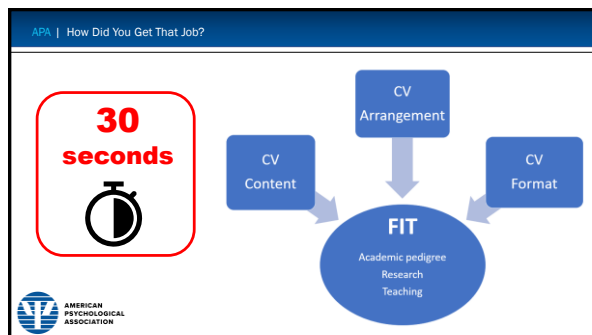
Page, J., Gold, J., G. Folks, B., Garcia, J. & Glover, E. (in press). *Stigmatization of drug and alcohol use in mental health treatment*. *Journal of Counseling Psychology*.

Gold, J., & Glover, E. (2016). *A new measure of stigma toward mental health treatment seeking*. *Journal of Counseling Psychology*.

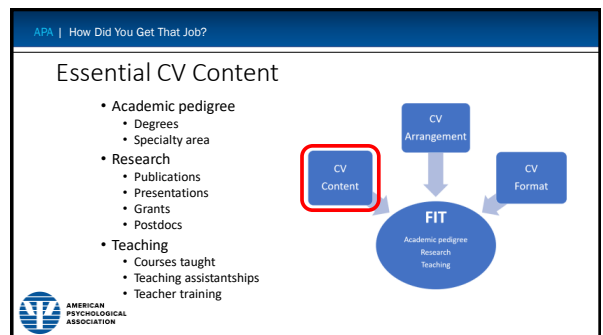
Glover, E., Johnson, J., Page, J., & Gold, J. (2015). *Stigma among counseling psychologists and counseling students*. *Journal of Counseling Psychology*.

Johnson, J., Glover, E., Lee, Z., & Gold, J. (2015). *Stigma among counseling psychologists and counseling students*. *Journal of Counseling Psychology*.

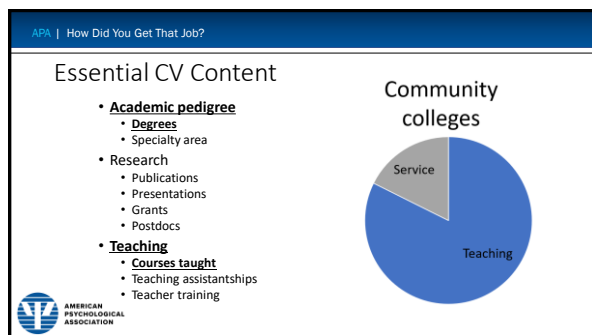
20



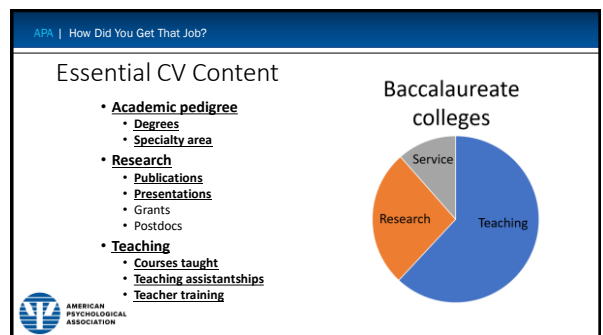
21



22



23

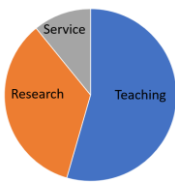


24

APA | How Did You Get That Job?

### Essential CV Content

- **Academic pedigree**
  - Degrees
  - Specialty area
- **Research**
  - Publications
  - Presentations
  - Grants
  - Postdocs
- **Teaching**
  - Courses taught
  - Teaching assistantships
  - Teacher training



Master's universities

Service  
Research  
Teaching


AMERICAN PSYCHOLOGICAL ASSOCIATION

25

APA | How Did You Get That Job?

### Essential CV Content

- **Academic pedigree**
  - Degrees
  - Specialty area
- **Research**
  - Publications
  - Presentations
  - Grants
  - Postdocs
- **Teaching**
  - Courses taught
  - Teaching assistantships
  - Teacher training

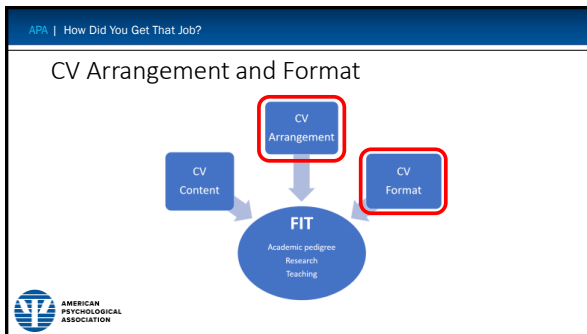


Doctoral universities

Service  
Research  
Teaching

AMERICAN PSYCHOLOGICAL ASSOCIATION

26



27

<p><b>Williamina James</b> 1234 Cambridge Street   Department of Psychology   Massachusetts University North Havenbrook, MA 01001 wjames@msu.edu (508) 543-8200</p>	
<b>Education</b>	<p>Ph.D. Massachusetts University – 2019 M.S. Massachusetts University – 2015 B.A. Psychology, New England University – 2013</p>
<b>Publications</b>	<p>2017 James, W. (2017). Teaching the ethics of deception. <i>Psychology Instructor</i>, 24, 21-30. James, W., Thordike, E., &amp; Agassiz, L. (2017). A new measure of religious experience. <i>PsycINFO</i>, 4. 2016 Agassiz, L., &amp; James, W. (2016). The theoretical background of pragmatism. <i>Science Review</i>, 67, 990-995.</p>
<b>Presentations</b>	<p>2017 James, W., Calkins, M., &amp; Agassiz, L. (2017, June). <i>Past, present, and future of pragmatism</i>. Poster presented at the Conference on Pragmatism, New York, NY. 2016 James, W., Thordike, E., &amp; Hall, G. (2016, August). <i>Measuring religious beliefs</i>. Poster presented at the American Psychology Association Annual Convention, Washington, DC.</p>

AMERICAN PSYCHOLOGICAL ASSOCIATION

28

<p><b>Williamina James</b> 1234 Cambridge Street   Department of Psychology   Massachusetts University North Havenbrook, MA 01001 wjames@msu.edu (508) 543-8200</p>	
<b>Education</b>	<p>Ph.D. Social Psychology, Massachusetts University – 2019 (expected) Dissertation title: <i>A Cross-cultural Examination of the Psychology of Pragmatism</i> Mentor: Lois Agassiz M.S. Social Psychology, Massachusetts University – 2015 Thesis title: <i>Evolution of a New Measure of Force of Religious Experience</i> Mentor: Lois Agassiz B.A. Psychology, New England University – 2013</p>
<b>Publications</b>	<p>2017 James, W. (2017). Teaching the ethics of deception. <i>Psychology Instructor</i>, 24, 21-30. James, W., Thordike, E., &amp; Agassiz, L. (2017). A new measure of religious experience. <i>PsycINFO</i>, 4. 2016 Agassiz, L., &amp; James, W. (2016). The theoretical background of pragmatism. <i>Science Review</i>, 67, 990-995.</p>
<b>Presentations</b>	<p>2017 James, W., Calkins, M., &amp; Agassiz, L. (2017, June). <i>Past, present, and future of pragmatism</i>. Poster presented at the Conference on Pragmatism, New York, NY. 2016 James, W., Thordike, E., &amp; Hall, G. (2016, August). <i>Measuring religious beliefs</i>. Poster presented at the American Psychology Association Annual Convention, Washington, DC.</p>

AMERICAN PSYCHOLOGICAL ASSOCIATION

29

<p><b>Williamina James</b> 1234 Cambridge Street   Department of Psychology   Massachusetts University North Havenbrook, MA 01001 wjames@msu.edu (508) 543-8200</p>	
<b>Education</b>	<p>Ph.D. Social Psychology, Massachusetts University – 2019 (expected) Dissertation title: <i>A Cross-cultural Examination of the Psychology of Pragmatism</i> Mentor: Lois Agassiz M.S. Social Psychology, Massachusetts University – 2015 Thesis title: <i>Evolution of a New Measure of Force of Religious Experience</i> Mentor: Lois Agassiz B.A. Psychology, New England University – 2013</p>
<b>Publications</b>	<p>2017 James, W. (2017). Teaching the ethics of deception. <i>Psychology Instructor</i>, 24, 21-30. James, W., Thordike, E., &amp; Agassiz, L. (2017). A new measure of religious experience. <i>PsycINFO</i>, 4. 2016 Agassiz, L., &amp; James, W. (2016). The theoretical background of pragmatism. <i>Science Review</i>, 67, 990-995.</p>
<b>Presentations</b>	<p>2017 James, W., Calkins, M., &amp; Agassiz, L. (2017, June). <i>Past, present, and future of pragmatism</i>. Poster presented at the Conference on Pragmatism, New York, NY. 2016 James, W., Thordike, E., &amp; Hall, G. (2016, August). <i>Measuring religious beliefs</i>. Poster presented at the American Psychology Association Annual Convention, Washington, DC.</p>


AMERICAN PSYCHOLOGICAL ASSOCIATION

30

**Williamina James**  
1234 Cambridge Street | Department of Psychology | Massachusetts University  
North Havenbrook, MA 01001  
wjan@psu.edu  
(508) 543-8200

**Education**  
Ph.D. Social Psychology, Massachusetts University – 2019  
(expected)  
Dissertation title: *A Cross-cultural Examination of the Psychology of Pragmatism*  
Mentor: Lou Agassi  
M.S. Social Psychology, Massachusetts University – 2015  
Thesis title: *Validation of a New Measure of Varieties of Religious Experience*  
Mentor: Lou Agassi  
B.A. Psychology, New England University – 2013

**Teaching Experience**  
Instructor  
Introduction to Psychology: Fall 16, Spring 17, Fall 17, Spring 18  
Enrollment: 100-125  
Massachusetts University  
Research Methods: Summer 2017  
Enrollment: 20  
Cambridge County Community College  
Social Psychology: Summer 15, Spring 16  
Enrollment: 35-60  
Massachusetts University  
Teaching assistant  
Introduction to Psychology: Fall 14, Spring 15  
Enrollment: 100-125  
Massachusetts University




31

**Williamina James**  
1234 Cambridge Street | Department of Psychology | Massachusetts University  
North Havenbrook, MA 01001  
wjan@psu.edu  
(508) 543-8200

**Education**  
Ph.D. Social Psychology, Massachusetts University – 2019  
(expected)  
Dissertation title: *A Cross-cultural Examination of the Psychology of Pragmatism*  
Mentor: Lou Agassi  
M.S. Social Psychology, Massachusetts University – 2015  
Thesis title: *Validation of a New Measure of Varieties of Religious Experience*  
Mentor: Lou Agassi  
B.A. Psychology, New England University – 2013

**Publications**  
2017 James, W. (2017). Teaching the ethics of deception. *Psychology Instructor*, 24, 21-30.  
2016 James, W., Therondike, E., & Agassiz, L. (2017). A new measure of religious experience. *Philosophy*, 4.  
2016 Agassiz, L., & James, W. (2016). The theoretical background of pragmatism. *Science Review*, 67, 990-995.

**Presentations**  
2017 James, W., Calkins, M., & Agassiz, L. (2017, June). *Past, present, and future of pragmatism*. Poster presented at the Conference on Pragmatism, New York, NY.  
2016 James, W., Therondike, E., & Hall, G. (2016, August). *Measuring religious beliefs*. Poster presented at the American Psychological Association Annual Convention, Washington, DC.




32

**Williamina James**  
1234 Cambridge Street | Department of Psychology | Massachusetts University  
North Havenbrook, MA 01001  
wjan@psu.edu  
(508) 543-8200

**Education**  
Ph.D. Social Psychology, Massachusetts University – 2019  
(expected)  
Dissertation title: *A Cross-cultural Examination of the Psychology of Pragmatism*  
Mentor: Lou Agassi  
M.S. Social Psychology, Massachusetts University – 2015  
Thesis title: *Validation of a New Measure of Varieties of Religious Experience*  
Mentor: Lou Agassi  
B.A. Psychology, New England University – 2013


**Publications**  
\* Denotes a presentation with an undergraduate collaborator.  
2017 James, W. (2017). Teaching the ethics of deception. *Psychology Instructor*, 24, 21-30.  
\*James, W., Therondike, E., & Agassiz, L. (2017). A new measure of religious experience. *Philosophy*, 4.  
2016 Agassiz, L., & James, W. (2016). The theoretical background of pragmatism. *Science Review*, 67, 990-995.


**Presentations**  
\* Denotes a presentation with an undergraduate collaborator.  
2017 \*James, W., Calkins, M., & Agassiz, L. (2017, June). *Past, present, and future of pragmatism*. Poster presented at the Conference on Pragmatism, New York, NY.  
2016 \*James, W., Therondike, E., & Hall, G. (2016, August). *Measuring religious beliefs*.



33

APA | How Did You Get That Job?






34

APA | How Did You Get That Job?

### Cover Letters for Academic Jobs

- An abstract of your fit with the specific position
- About 2 pages
- Written on letterhead
- Written to the search committee chair

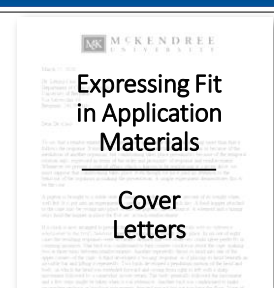



35

APA | How Did You Get That Job?

### Goal 1

Establish fit with advertised qualifications





36

The Psychology Department of Midwest State is seeking a qualified applicant for a tenure-eligible position with specialization in Clinical or Counseling Psychology at either the assistant or associate level (MS #2001). The position responsibilities will include publishing scholarly research, teaching graduate coursework and supervising in the Clinical Mental Health Master's program, teaching undergraduate courses, advising graduate and undergraduate students, and serving on Master's thesis committees. The position will also include service on departmental and university committees.

Applicants must have an earned doctorate in Clinical or Counseling Psychology. Candidates must be licensed or license-eligible. Applicants must have a demonstrated record of excellent teaching and scholarly research. Midwest State is committed to increasing faculty diversity, and candidates are encouraged to apply and to identify their strengths and/or experiences in relation to diversity.

Midwest State is a regional comprehensive state university serving over 20,000 students. Midwest state is a military-friendly and adult-learning campus and offers courses in a multitude of formats through regional military installations and Veterans Affairs centers

#### Cover letter checklist

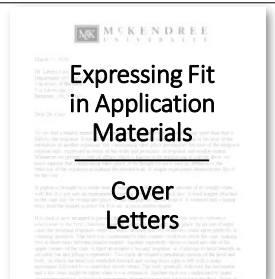
- ☐ Clinical/Counseling doctorate
- ☐ License-eligible
- ☐ Publishing
- ☐ Teaching (grad and undergrad)
- ☐ Clinical supervision
- ☐ Research supervision
- ☐ Diversity
- ☐ Service
- ☐ Adult and military
- ☐ Varied course formats

37

APA | How Did You Get That Job?

## Goal 2

### Demonstrate knowledge about the setting



**Expressing Fit in Application Materials**

**Cover Letters**

AMERICAN PSYCHOLOGICAL ASSOCIATION

38

The Psychology Department of Midwest State is seeking a qualified applicant for a tenure-eligible position with specialization in Clinical or Counseling Psychology at either the assistant or associate level (MS #2001). The position responsibilities will include publishing scholarly research, teaching graduate coursework and supervising in the Clinical Mental Health Master's program, teaching undergraduate courses, advising graduate and undergraduate students, and serving on Master's thesis committees. The position will also include service on departmental and university committees.

Applicants must have an earned doctorate in Clinical or Counseling Psychology. Candidates must be licensed or license-eligible. Applicants must have a demonstrated record of excellent teaching and scholarly research. Midwest State is committed to increasing faculty diversity, and candidates are encouraged to apply and to identify their strengths and/or experiences in relation to diversity.

Midwest State is a regional comprehensive state university with serving over 20,000 students. Midwest state is a military-friendly and adult-learning campus and offers courses in a multitude of formats through regional military installations and Veterans Affairs centers

#### Knowledge About Setting

I have a clear record of publication in top counseling journals that I will be able to continue and expand upon using the resources at Midwest State. The university's access to the Franklin VA Hospital is especially attractive to me because of its substance-use treatment center. I recently applied for a NIMH grant related to substance-use and would reapply with a focus on military populations.

39

APA | How Did You Get That Job?

## Goal 3

### Maintain a consistent message



**Expressing Fit in Application Materials**


**Cover Letters**

AMERICAN PSYCHOLOGICAL ASSOCIATION

40

APA | How Did You Get That Job?

- Instruction fits institution's mission and students
- Matches specialty in advertisement
- Matches institutional emphasis



**Expressing Fit in Application Materials**

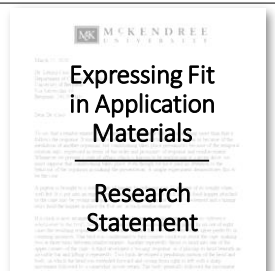
**Teaching Statement**

AMERICAN PSYCHOLOGICAL ASSOCIATION

41

APA | How Did You Get That Job?

- Matches specialty in advertisement
- Research can be conducted in the setting
- Includes mentorship of appropriate students
- Matches institutional emphasis



**Expressing Fit in Application Materials**

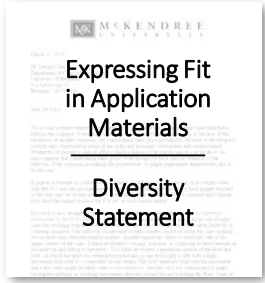
**Research Statement**

AMERICAN PSYCHOLOGICAL ASSOCIATION

42

APA | How Did You Get That Job?

- Experience with students served by institution
- Matches campus initiatives
- Self-disclosures, if they are beneficial



**Expressing Fit in Application Materials**

**Diversity Statement**

AMERICAN PSYCHOLOGICAL ASSOCIATION

43

APA | How Did You Get That Job?

### Kisses of Death in Materials

Boysen, G. A. (2020). Research and teaching qualifications for faculty positions in psychology at 4-year colleges and universities. *Teaching of Psychology, 48*(1), 41-47. <https://doi.org/10.1177/0098628320959977>

Boysen, G. A., Morton, J., & Nieves, T. (2019). Kisses of death in the psychology faculty hiring process. *Teaching of Psychology, 46*(3), 260-266. <https://doi.org/10.1177/0098628319853942>

AMERICAN PSYCHOLOGICAL ASSOCIATION

44

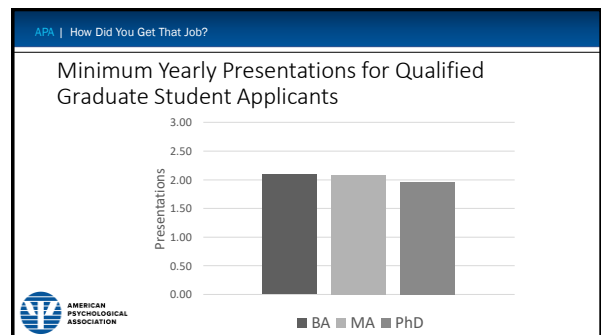
APA | How Did You Get That Job?

### Kisses of Death in Materials

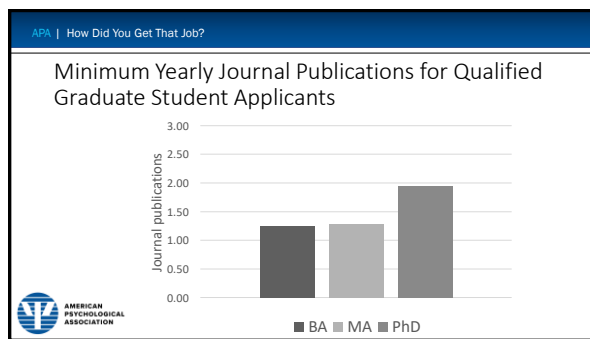
- Negativity indicating that you are “difficult”
- Unprofessional style
- Ignorance about the position
- Bad fit with position qualifications

AMERICAN PSYCHOLOGICAL ASSOCIATION

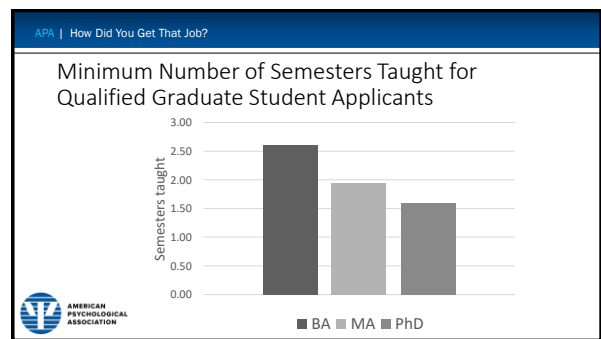
45



46

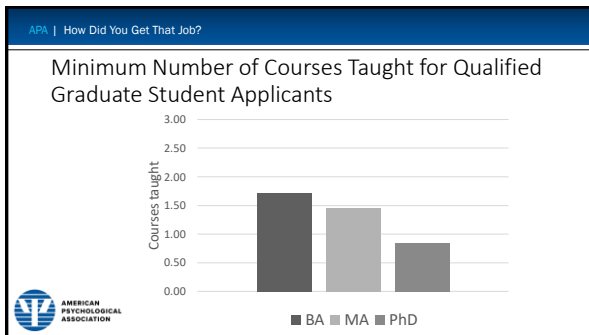


47



48





49

APA | How Did You Get That Job?

### Minimum Qualifications at Four-year Institutions

- Average last 2 years?
  1. Number of publications
  2. Number of presentations
- Total experience?
  1. Number of courses taught
  2. Number of semesters as teacher or TA

**7±2**

AMERICAN PSYCHOLOGICAL ASSOCIATION

50

APA | How Did You Get That Job?

### Final Advice

- The job hunt starts years in advance.
- Believe the advertisement.
- Make them believe this is your only application.
- It is all about fitting well enough to be interviewed.

AMERICAN PSYCHOLOGICAL ASSOCIATION

51

APA | How Did You Get That Job?

## Thank You!

*What are your questions?*

**Guy A. Boysen**  
gaboysen@mckendree.edu

AMERICAN PSYCHOLOGICAL ASSOCIATION

52