

**PlanetS Professors input:
What makes a good job
application?**

1. What is the main information you look for in the application letter (motivation to apply/past experience/general impression/suitability/etc.)?

- past experience/research (5)
- general impression (3)
- suitability (3)
- motivation (2)
- publications (2)
- courses/universities attended (2)
- grades (2)
- extracurricular activities (1)
- in the intro letter, applicants should demonstrate that they have done their homework and investigated the institute and context locally for the current position. it is also an opportunity to demonstrate they can write well: concise and well-organized.

2. Based on which information do you mainly evaluate the applicant's research quality?

- Publications (quality and/or quantity) (6)
- Recommendation letters/references (4)
- Job interview (2)
- creativity, independence, ability to find the right problem to work on given the current state of the field and current constraints (tools available on-hand).

3. If you think back on a job application that caught your attention, why did it stand out (positively or negatively)?

- Applicant was not aware about the work being done at our institution and asked me what I was working on...
- CV with an inappropriate photo
- CV promised more than there was
- Bad formatting
- Excellent achievements
- Not mainstream expertise or experience or high research output
- Unique opening in the intro letter
- High research productivity
- Innovative science
- General impression, only the essential points identified and described in the application

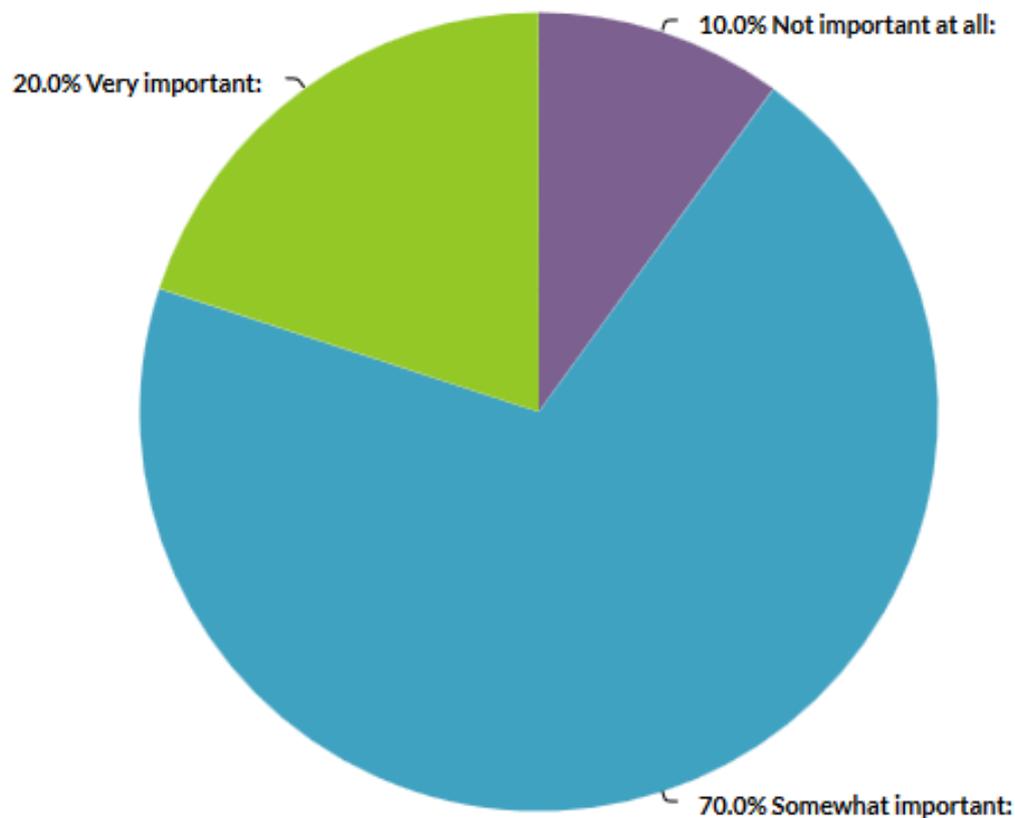
4. Other than bad spelling, is there something in a CV that immediately disqualifies the applicant?

- Arrogance/exaggerations (2)
- Bad research plan
- No experience at all in astrophysics.
- We get a LOT of applicants that have almost no qualification for the job. You dont need to be at the 95% level but < 10% towards the job is just silly.
- "Template application" that has obviously been sent to numerous other places
- Incomplete CV, "missing" years
- No important first author paper
- Lack of reference to the ad, poor formatting
- Very poor organisation

5. Which three skills/qualities about the applicant do you hope to see covered in a recommendation letter?

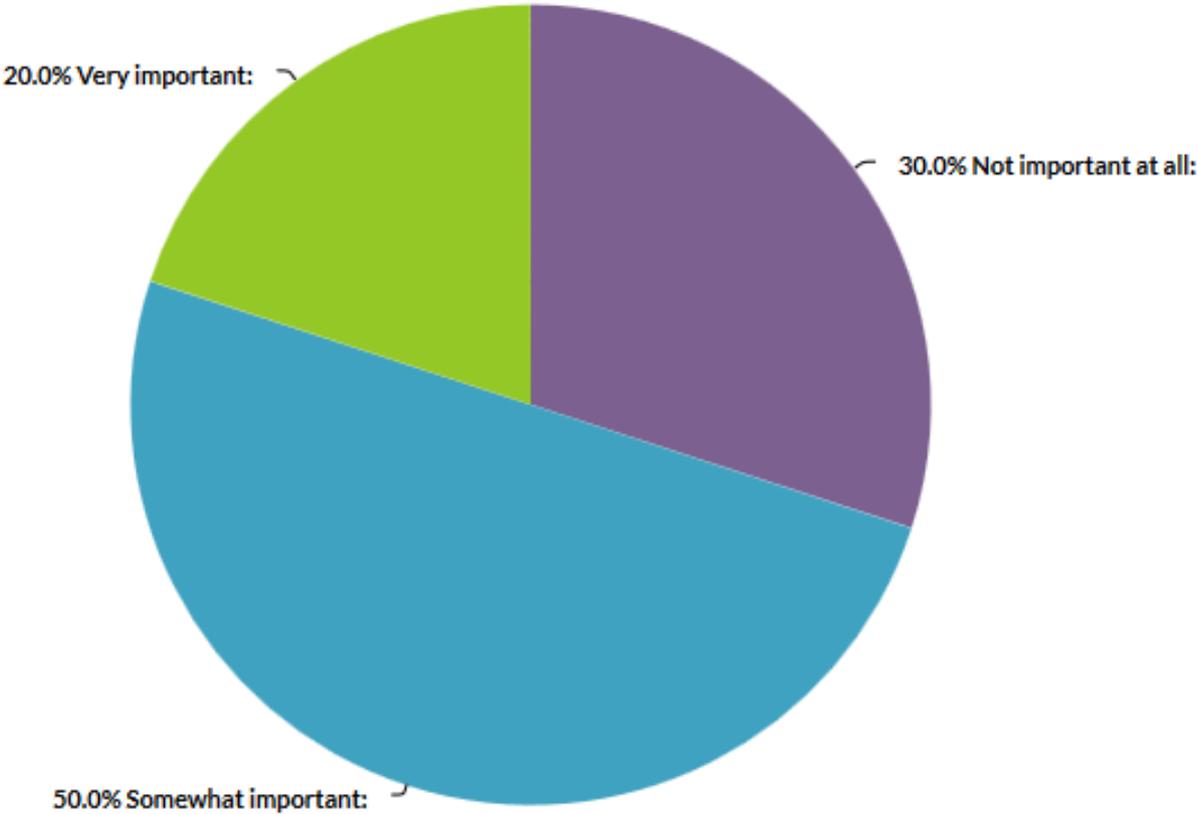
- Personality/Team player (5)
- Independence (4)
- Perseverance/endurance (4)
- Lab/technical skills (3)
- Creativity/innovation (2)
- Ambition/enthusiasm/motivation (2)
- Knowledge of astrophysics (2)
- Their work in detail (Data analysis, modelling, lab. work?)
- Potential (what level will the applicant achieve)
- Organisational skills
- I don't pay much attention to recommendation letters as they are usually always good.

6. How important is the applicant's number of publications for you?



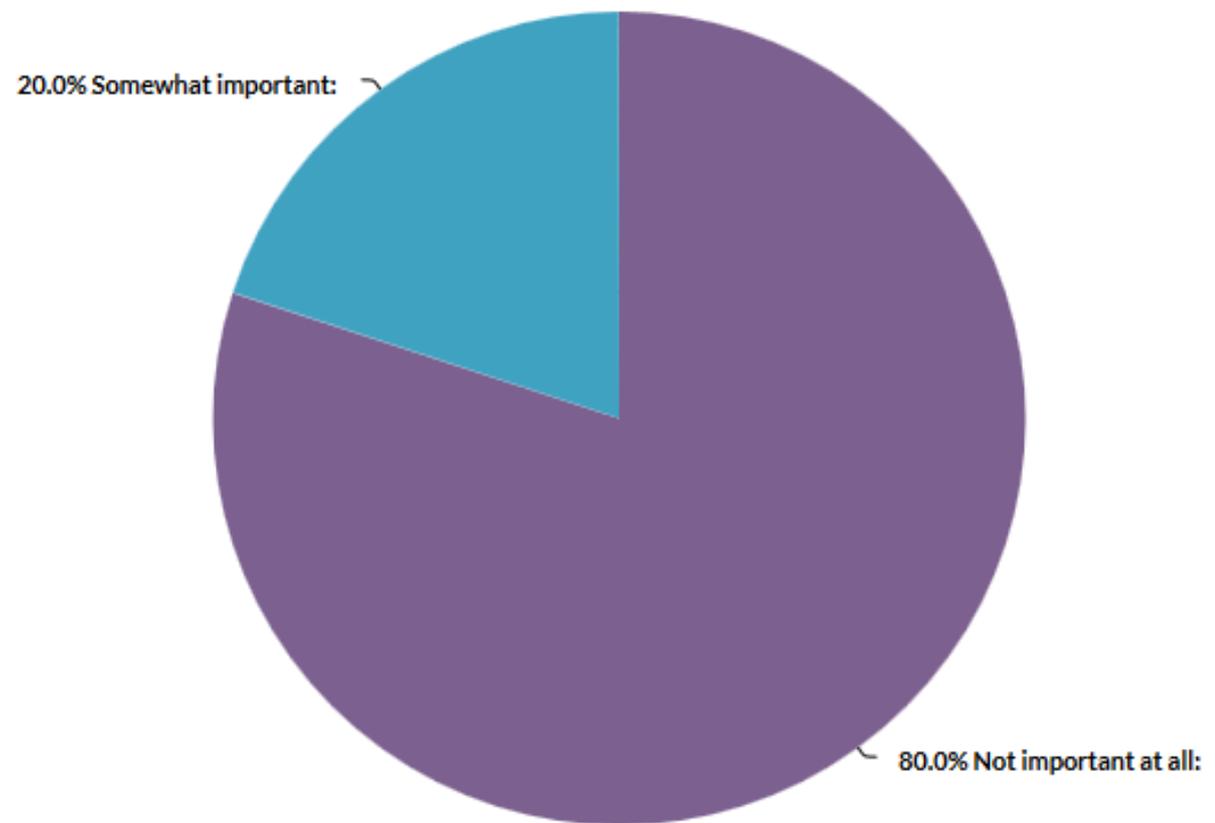
Value	Percent	Count
Not important at all	10.0%	1
Somewhat important	70.0%	7
Very important	20.0%	2
Total		10

7. How important are the applicant's international collaborations for you?



Value	Percent	Count
Not important at all	30.0%	3
Somewhat important	50.0%	5
Very important	20.0%	2
Total		10

8. How important is the applicant's teaching experience for you?



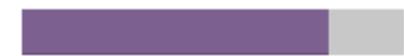
Value

Percent

Count

Not important at all

80.0%



8

Somewhat important

20.0%

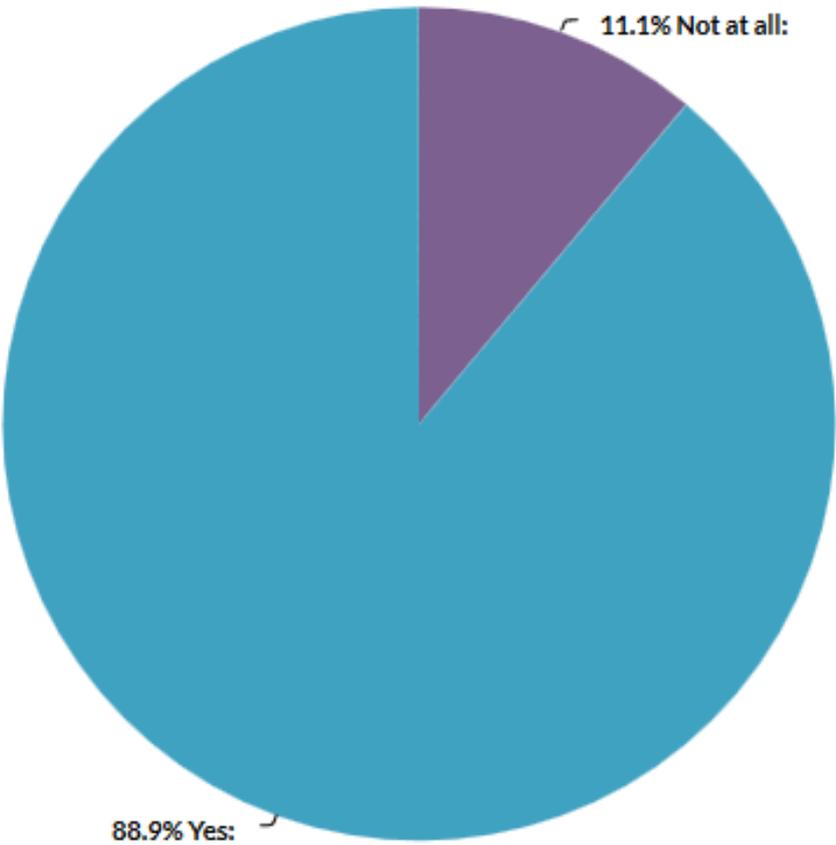


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Total

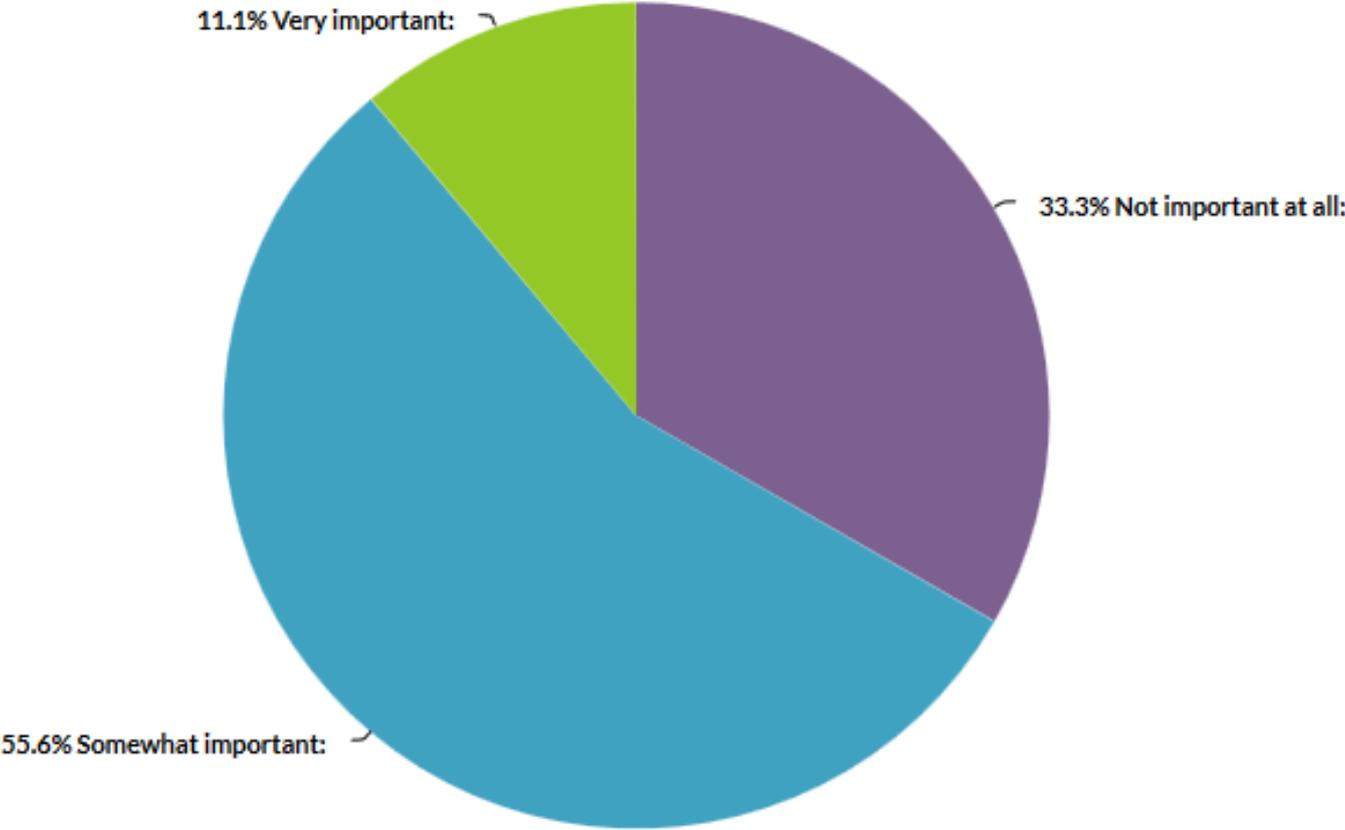
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9. Does the recommendation letter have a greater impact if you know the author and/or if the author is from a well-known institution?



Value	Percent	Count
Not at all	11.1%	1
Yes	88.9%	8
Total		9

10. How important is diversity (gender/age/etc.) when you rank applications?



Value	Percent	Count
Not important at all	33.3%	3
Somewhat important	55.6%	5
Very important	11.1%	1
Total		9

11. Is there personal advice (or any other comment) you can give concerning an application?

- Research the institute/colleagues you apply to! (3)
- Contact people personally, do not trust in written applications alone, give yourself a chance to present yourself to the person who has to decide.
- Make applications even if you don't fit the job precisely. NOBODY fits the job precisely. Emphasize what you CAN provide.
- Make sure your reference has a copy of the ad you are applying to.
- Never exaggerate, but try to place yourself in the best possible light. Don't lie, you may end up with a job you do not really want.
- Show that you have the fire for science in you.
- A well focused research plan