

Job Market Checklist and Timeline

No later than June 1: Decide whether to go on the job market

- Submit one to three chapters of dissertation to advisor(s). Assess:
 - Do you have credible evidence of progress toward degree? (Degree in hand or completed chapters and statement of likelihood of completion from advisor.)
 - Are your advisor(s) and at least 2 other faculty members willing to write letters on your behalf?
- If you will be on the market, sign up to give a practice job talk in the early fall in the appropriate department workshop.
- If you will be on the market, sign up for the department's placement email list: XXXXXXXXXXXXXXXX

*No later than August 1: Produce **draft** job market packet to letter writers. A job market packet includes the following:*

- Cover letter, summarizing research and teaching interests
 - Note: This should be your "base" or "generic" cover letter, to which you may want to make customizations as necessary for specific positions
- CV with educational history, short dissertation summary and committee members, areas of research and teaching interests, publications, and list of references
- Research material
 - Statement of research interests, no more than 2 pages
 - Dissertation summary, no more than 2 pages
 - Dissertation chapter(s)
 - Stand alone research apart from dissertation, including any publications
- Statement of teaching interests, no more than 2 pages
 - Note: Certain jobs may also require a statement of teaching philosophy or sample syllabi
- Note: Some schools also ask for transcripts (undergraduate and graduate) and/or a diversity statement. If your transcripts are hard to read, you may wish to create a typed up version.

No later than August 10: Provide material for department "Hire a Yale PhD" website to XXXXX and the dgs (XXXXX). This material will be posted on August 15. (Details that are likely to change over time should instead appear on your personal website. Additionally, this information will be circulated to the faculty prior to APSA so they know who is on the market.)

- Your Name as you would like it listed on the department website
- If PhD degree in hand, date. If not, expected PhD date.
- Subfield(s)
- Link to personal webpage
- Dissertation Title and Advisor(s)
- 100 word dissertation, research, and awards summary. This should be written in the first person.

August 15: If interested in participating in interviews with schools interviewing at APSA, register for APSA placement service and contact those schools to arrange APSA interviews

No later than 2 weeks before first job deadline: Provide letter writers with complete list of jobs for which you are applying and means for sending letters. (Many of you will have letters written on your behalf submitted electronically, but you should still let your letter writers know about which jobs you are applying for.)

Note: If you are going on the market for a second year, make sure that you ask your letter writers produce a new letter.

In the fall: Make sure to consider also applying for post-doctoral and pre-doctoral positions. Most, but not all, of these application deadlines occur later in the semester.