



Career Planning Guidelines for Doctoral Students Seeking Academic Careers

EARLY YEARS

<input type="checkbox"/>	Login to CareerConnect to update your profile
<input type="checkbox"/>	Explore the services OCPD offers (workshops, 1:1 appointments, and connecting with alumni)
<input type="checkbox"/>	Create or update your CV
<input type="checkbox"/>	Seek opportunity to gain experience as a teaching assistant
<input type="checkbox"/>	Get to know faculty members in your department
<input type="checkbox"/>	Seek opportunities to supervise undergraduate students
<input type="checkbox"/>	Connect with peers from many departments
<input type="checkbox"/>	Learn about student organizations at the School and University
<input type="checkbox"/>	Seek opportunities to apply for grants to support your research

MIDDLE YEARS

<input type="checkbox"/>	Begin attending professional association meetings in your field
<input type="checkbox"/>	When possible, participate in the hiring process for any new candidates for faculty position in your department such as attending their job talks
<input type="checkbox"/>	Discuss your career plans with your mentor, advisor, or career coach
<input type="checkbox"/>	Attend workshops and panels on applying for academic jobs and postdocs
<input type="checkbox"/>	Develop a robust LinkedIn profile, join groups, participate in discussion fora
<input type="checkbox"/>	Continue to apply for grants to support your research
<input type="checkbox"/>	Organize meetings and conferences for scholarly associations
<input type="checkbox"/>	Start a career log to record your thoughts on academic coursework & future goals

FINAL YEARS

<input type="checkbox"/>	Identify references and ask for letters of recommendation support
<input type="checkbox"/>	Research and apply for post-doctoral opportunities or faculty positions
<input type="checkbox"/>	Arrange to practice your job talk with faculty members and colleagues
<input type="checkbox"/>	Participate in the annual conference in your discipline
<input type="checkbox"/>	Make an appointment with a career coach to review your job application materials
<input type="checkbox"/>	Devote a significant amount of time to tailoring your application for each position
<input type="checkbox"/>	Arrange a mock interview with a career coach to polish your interview skills
<input type="checkbox"/>	Develop timeline and writing plan to meet dissertation deadlines

Read our weekly *Career and Professional Development Update* e-newsletter (sent on Sunday) to stay informed about upcoming programs, events and jobs that may be of interest. Our website also contains a calendar of our programs, job search tools and links Career Connect (our job listing database) and to other job listing sites.

