

# TIPS FOR THE JOB MARKET<sup>1</sup>

University of Arizona

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<sup>1</sup>Adapted from slides from Taylor Jaworski

# Tips

- ▶ **Your Market Begins well before your fifth year**
- ▶ Take advantage of any/all networking opportunities
  - ▶ Conferences
    - ▶ Don't just sit in your room
  - ▶ Internal Speakers
  - ▶ Summer Schools
- ▶ Your reputation will precede you
  - ▶ Hopefully in a good way
- ▶ Every interaction influences job prospects

# Timeline: Overview

- ▶ 2nd, 3rd years:
  - ▶ **Paper Conferences**
  - ▶ What is going to be your job market paper?
  - ▶ Will you have additional papers? Will you have a publication?
- ▶ 4th year:
  - ▶ **Oral Exam**
  - ▶ Why is THIS a good job market paper?
  - ▶ In which areas are you an “expert”? e.g., literature, methodology, teaching
- ▶ 5th year:
  - ▶ **Job Market**
  - ▶ You can't change facts at this point
  - ▶ A test of how well you answered these questions
    - ▶ also, how you package your answers
- ▶ Ask advisors/older students about dates for each of these. Something (hopefully) has these outlined.

# Timeline: Job Market Year

- ▶ Early Summer
  - ▶ Get serious about your job market paper
  - ▶ Finalize CV, research/teaching statements, website
    - ▶ All Misc. Time Sinks Completed
  - ▶ Have sense of final steps for completed JMP, confirm letter writers (3 research + teaching)
- ▶ Late Summer/Early Fall
  - ▶ Get your JMP in very good form, schedule department seminar
  - ▶ Make hotel/plane reservations (check exact date)
  - ▶ Give completed JMP to advisors
- ▶ Sept-Dec: Check *Job Openings for Economists*, Economics Job Market, APPAM, Chronicle Vitae, HigherED Jobs.
  - ▶ Talk with advisors about where to apply
- ▶ Early Sept/Oct: Finalize job market packet.
- ▶ Mid-Nov (as early as Sept): Send packet to job listings
- ▶ Dec: Schedule mock interviews

## Role of Advisors/Placement Director

- ▶ Provide feedback on job market paper and presentation
- ▶ Provide information on openings and interest from employers
- ▶ Contact potential employers about students on the market
- ▶ Mock interviews (more formal than previous years)
  - ▶ 10 minutes on job market paper (1-2 summary at start), 5 minutes on other stuff
  - ▶ know what you want to teach at each kind of school
  - ▶ answer to "What will you work on next?"
- ▶ Keep advisors in loop on interviews, flyouts, offers

# Role of Graduate Coordinator

- ▶ This is XXXX
- ▶ The coordinator's main function is to manage letters of recommendation
- ▶ This usually means uploading them as proxy for faculty letter writers
  - ▶ your job to give coordinator enough time (Nov 15th deadline does not mean you tell her Nov 10th to send your letters in)
  - ▶ your job to verify letters have been submitted
- ▶ For [econjobmarket.org](http://econjobmarket.org) and a few other sites this part is easy
- ▶ You will have to check individual websites to make sure that faculty or proxy have uploaded letters

# Job Market Paper

- ▶ Job market paper is extremely important, very little (nothing?) can make up for a weak one
  - ▶ may want to include a second paper, check with advisor. Do this if possible.
- ▶ The abstract and introduction are the most read parts, write and rewrite and rewrite
  - ▶ goal is to appropriately appeal to many economists
  - ▶ Ask many people to read your abstract and intro
- ▶ Consider the title
- ▶ Claudia Goldin and Lawrence Katz have good writing tips, read and use them
- ▶ A job market paper is not the same as a publication, it should demonstrate all (as much) of what you know

# Before You Go on the Market

► Questions you need to answer:

1. What ARE you?  $\implies$  # of jobs, # of competitors
2. Where do you want to go? Where do you not want to go?
3. Are you willing to take a postdoc? Move abroad?
4. Are you ready for the market?



## Finding Out About Jobs

- ▶ Types of jobs: research, teaching, private/public sectors
- ▶ Start early with the JOE; some deadlines in early Oct
  - ▶ don't be discouraged by exact specifications
- ▶ Jobs continuously posted on [econjobmarket.org](http://econjobmarket.org)
  - ▶ The JOE is now rolling, postings occur multiple times per day
  - ▶ Record all JOE records as if they were being entered into your packet
  - ▶ Be careful to accurately record everything (due date, email addresses, physical addresses). You may need to go to external websites
- ▶ There may be other sources for jobs in your field (e.g. business, public policy, education)
- ▶ Have rough ranking of schools (talk to advisor)
- ▶ Keep a list of schools that you are NOT applying to or are unsure about due to quality
- ▶ May receive solicitations for applications, but probably not

# Preparing Applications

1. CV
2. Research statement/dissertation abstract
3. Teaching statement/evaluations
4. Cover letter templates
  - ▶ different for research, teaching, private/public sectors
  - ▶ customize for idiosyncratic reasons (location preference, LAC, international)
  - ▶ DO NOT LIE
5. Let letter writers know early (Aug/Sept)
6. Personal website (squarespace for professional domain that you own)
7. Transcripts (both undergrad and grad, sometimes official)
8. Examples of course syllabi (optional)
9. Professional Photo
10. Keep all of this in an organized folder in PDFs, you never know when you will need what

# Applications

- ▶ Be organized
- ▶ Be able to manipulate all potential documents (e.g., merge)
- ▶ I used an Excel file
  - ▶ check addresses, emails, etc., very carefully
  - ▶ online application (?), send letters electronically (?)
  - ▶ Mail Merge is amazing
- ▶ Are there details about schools that you could include in cover letters? Don't get too carried away
- ▶ Expect to spend a full month writing cover letters, filling out applications: you will not get much else done
- ▶ Make sure placement coordinator is submitting letters of recommendation
- ▶ Send out minimum of 150 applications

# Making Hotel/Travel Arrangements

- ▶ In early September, make hotel/travel arrangements (check AEA website for exact date)
- ▶ Consider delays getting to conference (arrive early), may get interviews late (leave Sunday evening or Monday morning)
  - ▶ the 2016 meetings are from Sunday to Tuesday, so plan accordingly
- ▶ Get a flu shot
- ▶ Book hotels as soon as humanly possible (exactly when they open up)

# After Applications

- ▶ Set up mock interviews
  - ▶ start with classmates, then do as many as possible with faculty (not your advisors)
  - ▶ know how your work is related to other fields (if it is)
  - ▶ don't just memorize *spiel*, it should flow naturally
- ▶ Finalize job market paper and presentation (fly-outs may come quickly after meetings)
- ▶ Send “signals” through AEA website ([link](#))
  - ▶ Send them to places that you want to go to, but who might not otherwise know this

# Scheduling Interviews

- ▶ Carry around a hard copy of your schedule with hotel locations
- ▶ Make Excel file for scheduling interviews (including early AM)
  - ▶ Ideally leave 30 minutes between interviews unless in the same hotel
- ▶ Be Strategic
- ▶ Econjobmarket's website is great, but not used by everyone

# Scheduling Interviews

- ▶ Check everything (and check again)
  - ▶ contact name, email, and phone number
  - ▶ hotel and disclosure code
  - ▶ recruiting committee names
- ▶ Start to receive calls for interviews around mid/end November
- ▶ Keep your advisor updated on interviews
- ▶ Do research about schools (e.g., where is it, who is there, etc)
- ▶ From the first interaction, you are not a grad student, you are a potential colleague

## Scheduling Interviews

Information to collect when receiving a phone call solicitation for an interview.

Name of Person Calling	
Their Contact Information (email and phone)	
Their Department and Institution	
Which Position I'm Being Interviewed for	
Date of Interview	
Time of Interview	
Length of Interview	
The Hotel In Which it Will Take Place	
Their AEA Disclosure Code	
Which Faculty Members will be conducting the interview	1. 2. 3. 4. 5.
Who is on their search committee? Or Chair	



# AEA/ASSA Meetings

- ▶ Know where to go
  - ▶ hotel (walk/cab)
  - ▶ leave plenty of time
  - ▶ room number
  - ▶ have food, water, internet access
  - ▶ Professional way to take notes
- ▶ Be on time
  - ▶ knock if they don't open the door. right on the minute.
  - ▶ leave before the natural end only if you must
- ▶ ALWAYS be polite and professional
  - ▶ There are economists EVERYWHERE
    - ▶ There will be economists on the flight over too. So be nice even then :)
- ▶ Look Professional (Clothing that fits and that you are comfortable in. Consider a nice bag rather than an old backpack, etc.)

# Interviews

- ▶ *Spiel*: 2 minute summary and 5-10 minute summary (say everything important before they cut you off)
  - ▶ expect interruptions and adjust
  - ▶ you are having a conversation not reading from a paper
- ▶ Questions about your non-JMP and future research
- ▶ Teaching ability/approach
- ▶ What are interviews for?
  - ▶ looking for colleague, your interest, no bad surprises
- ▶ Questions for them
  - ▶ not necessarily about getting information
- ▶ Know interviewers, be prepared for them to know you, and don't be surprised if they know nothing
- ▶ Send "thank you" emails to interviewers

**BE ENTHUSIASTIC!!**

# Interview Cheat Sheet

You can make something like this before your interview to help prepare.

## **Friday, January 2nd**

**Time:** 9:30AM – 10:15AM, 45 Minutes

**Institution:** Big Ten University, Department of Economics

**Address of Institution:**

123 Fake St.  
Indianapolis, IN 46215

**Field hiring:** Applied micro/general

**Hotel:** Boston Marriott Copley, Table 61

**Address of Hotel:** 110 Huntington Avenue, Boston, MA 02116

**AEA Code:** NA, They are at Table 92

**Interviewers:**

1. Duck, Professor

B.A., 1996, Duck University  
M.A., 1999, Ph.D., 2004, Duck University

E-mail: [duck@bigten.edu](mailto:duck@bigten.edu)  
Phone: 614-234-4567

cell: (614)-123-4567

email: [duck@bigten.edu](mailto:duck@bigten.edu)

- I've met her before. At Big Econ Conference.
  - We discussed my dissertation topic.
- Studies pond scum development at golf courses.
- She teaches courses in Econometrics and intro micro



# Interview Cheat Sheet

You can transcribe the notes you want into a small notebook the day of. That way you aren't looking at your phone.

## **Notes:**

- Explicitly states that applicant should get external funding
  - Does this mean RO1? Or does any grant qualify?
- 45,000 people go to Big Ten University
  - 2,500 in the economics department.
  - 100 PhD Students
  - 24 of them are in my field.
  - Publishing with PhD Students seems important

## **Good Question:**

- Ask Professor Duck about her big data initiative she started on campus and how this engages PhD students to do research earlier? How do faculty get involved.

# Flyouts

- ▶ Invitations may start right after the meetings
  - ▶ leverage flyouts
- ▶ Usually 1-2 days
- ▶ Structure
  - ▶ 1-on-1 interviews with faculty, dean/provost, grad students
  - ▶ job talk
  - ▶ dinner
  - ▶ lecture, city tour, etc
- ▶ Information: flight, visa, hotel, transportation, etc
- ▶ Southwest if possible. You could be making last minute changes.
- ▶ ALWAYS be polite and professional
- ▶ Own a professional winter coat (overcoat for men)
- ▶ You are not a grad student

**BE ENTHUSIASTIC!!**

# 1-on-1 Interviews

- ▶ Know your interviewers
- ▶ Questions: current/future research, teaching, economy
- ▶ Selling the department, location
- ▶ Don't be startled by odd questions, stay composed
- ▶ With dean/provost: non-technical *spiel*, discuss teaching, mentoring, service
- ▶ Repeat good questions or comments

# Job Talk

- ▶ Perfect first 5-15 minutes, this will shape what people take away from the rest of your presentation
- ▶ Summarize results and approach early on
- ▶ Consider your audience
- ▶ Don't spend too long on background/literature
- ▶ Don't be defensive
- ▶ Know how much time you have
- ▶ Back up presentation, have your own clicker and adapters
- ▶ Jesse Shapiro has tips for presenting applied papers, use them

## Flyout Miscellaneous

- ▶ Have idea of what's going on in the world
- ▶ Expect questions about anything related to economics
- ▶ Know fun facts about your research
- ▶ Be prepared for schedule changes (e.g., giving your talk without a break beforehand)
- ▶ Be climate and illness ready, stay hydrated
- ▶ Know your drinking limit
- ▶ Travel light and smart, bring snack
  - ▶ Think about luggage, perhaps buy a suitcase
  - ▶ Will it Rain? Snow?
- ▶ Send “thank you” emails to those you met with (use judgment)



# Offers

- ▶ May be slow for institutional reasons, may arrive next day
- ▶ Usually includes salary, research support, teaching requirements, moving expenses, campus visit
- ▶ Once you have an offer, **NEGOTIATE**:
  - ▶ in general, non-salary components are easier (e.g., teaching reductions, research support)
  - ▶ salary is more difficult, but doable
  - ▶ be courteous, don't hold on to offers you won't take

## General Advice

- ▶ People will ask strange (sometimes very strange) questions: don't get flustered
- ▶ Be prepared to sell yourself and your field as an asset to department
  - ▶ how does your field “spillover” to other fields?
  - ▶ what can you teach? Something in the core?
- ▶ Don't be needlessly controversial
  - ▶ Think *beforehand* about potential controversial topics that may stem from or be related to your research
- ▶ A good/bad interview does not imply anything about whether you'll get a fly-out
  - ▶ school cancels their search
  - ▶ you are not right fit (i.e., teaching, field)
- ▶ Always get dessert

# Recap

- ▶ Job market paper
  - ▶ read advice from Goldin and Katz
- ▶ Interview *spiel*
  - ▶ 2 minute summary, 5-10 minute summary
  - ▶ other and future research, teaching
- ▶ Job market talk
  - ▶ read advice from Jesse Shapiro
- ▶ Be organized and pay attention to details (e.g., deadlines, disclosure codes, mail merge)
- ▶ Be friendly/enthusiastic, show you can be a good colleague

# Finally

- ▶ Let me know if you have any questions
- ▶ This process can be (sort of) fun

*Everything works out in the end. If it hasn't worked out yet, then it's not the end.*

# Useful Links

- ▶ Job Openings for Economists (AEA)
- ▶ [econjobmarket.org](http://econjobmarket.org), [interfolio.com](http://interfolio.com), [academicjobsonline.org](http://academicjobsonline.org)
- ▶ Harvard's job market information
- ▶ Jesse Shapiro's "How to Give an Applied Micro Talk"
- ▶ Tips 4 Economists
- ▶ John Cawley has a nice overview