

## 2016-2017 Job Market Check List + Timeline

### ASAP

- FINISH YOUR JOB MARKET PAPER.
- Practice presenting your work.
- Request copies of teaching evaluations from Grad Office (grad-office@econ.ucla.edu) if applying for teaching jobs (include a list of quarter/courses in your request).
- Book hotel room (Hilton/Marriott or similar) and register for ASSA Meeting (Chicago, January 6-8).

### August

- Have a *frank and honest* discussion with your advisor about whether it is *realistic* for you to be on the job market this year, on what portions of the market you should focus, and what your range of placements might be.
- Ask your advisor to email the Placement Directors *directly* whether – at that point – you still plan to be on the job market.
- Begin assembling a list of institutions (universities, agencies, firms) to which you plan to apply. *Cast your net widely* – do not forget Canada, Latin America, South America, UK, Europe (Germany, Italy, Scandinavia, Switzerland, etc.), Asia (Japan, China, Singapore, etc.) and the Pacific (Australia, New Zealand)! 150-200 applications is a reasonable number.

### September 6

- Job Market Meeting

### Early september

- Confirm August tasks are complete

### October

- Request reference letters from advisor and two other faculty members.
- Confirm job market participation with the placement coordinator (Joshua).
- Create your own professional website.
- Present job market paper – 90 minutes! – at the relevant pro-seminar.

### Mid-October

- have a complete working draft job market paper***

- Intake interview if necessary with Placement Committee. *You must have a complete working draft job market paper at this interview.*
- Put CV, abstract, and research interests statement on department's placement website and on your own professional website.
- Begin applying to jobs as directed by JOE (<https://www.aeaweb.org/joe/>) postings *and* other jobs you identify through other sources.

### **Late October**

- IMF application deadline for on-campus interview
- Reference letters due to Grad Office – **10/30**.
- 10/30: Put **final draft** of your job market paper on the placement website and on your own professional website. Coordinate with Jerry to have your site linked to the dept site.*
- Submit printed/labeled envelopes for hard-copy letters of recommendation (if needed)

### **November**

- IMF Visit to campus (Nov 2)
- Recruiting Committees begin to read files (first week of November).
- Federal Reserve on-campus recruitment & IMF interviews (first week of November).
- Recruiting Committees may begin to schedule interviews (mid November).

### **Mid November/Early December**

- Practice interviews (2 rounds).
- Review AEA Placement Meeting interview schedule with advisor.
- Email your advisors *and* the Placement Committee your list of interviews.

### **December**

- Early registration deadline for ASSA Meeting (**12/02**).
- Fly-outs to Washington begin for panel interviews with IMF, WB, and etc.
- Some consulting firms may interview and also firms like Amazon
- Make sure your file is complete with potential employers.

### **December 1-24**

- Be available - most active period for economic departments and business schools to contact candidates. Keep your cell phone on.
- Email your advisors *and* the Placement Committee your list of interviews, every Friday.

### **January 6 – 8**

- AEA Placement Meeting at Hilton/Marriott hotels, Chicago

### **Mid-January to End of February**

- Interviews/Call-back interviews/Flyouts.
- Email your advisors your list of flyouts and update how the flyouts went.

### **February**

- Flyouts continue.
- Email your advisors your list of flyouts and update how the flyouts went.
- Offers begin.
- Discuss offers with your advisors *and* the Placement Committee.

### **March**

- Take a vacation (you deserve it!).