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!).