

Years 1-2 (Coursework)

Invest in Yourself

- Expand skills and experience through:
 - Teaching Assistant opportunities
 - Campus clubs and organizations
 - Departmental or campus committees
 - Workshops and courses outside your department
 - Volunteer work, internships, part-time or summer employment
- Write CV and/or resume and update quarterly
- Produce timeline for completion of degree and update annually
- Reflect on and evaluate your experiences twice a year

Expanding your Awareness of Career Options

- Attend events with employed faculty and professionals to explore academic and non-academic career options
- Create Career Roadmap

Build Your Network

- Attend networking workshop at Career Development Center
- Meet and network with graduate students and faculty in your department and around campus
- Attend talks and presentations in your department and around campus and network with attendees and presenter
- Keep in touch with previous contacts from undergraduate institution and/or past jobs
- Find mentors (at CGU and elsewhere) in addition to your faculty advisor

Start Job Search Process

- Join relevant professional organizations and/or academic societies
- Attend conferences, research relevant presenters in advance and network with attendees and presenters
- Submit papers, panels, proposals and poster sessions for conferences etc.
- Identify important journals in your field with eye toward getting published
- Review job ads to see what the job market is like in your area, what specialties are in demand?

Years 2-4 (Dissertation & Research Work)

Invest in Yourself

- Continue relevant suggestions from years 1-2
- Make tentative career decisions, set goals and revise Career Roadmap
- Get your CV/resume critiqued at the Career Development Office and by department faculty
- Perform service or take on a leadership role relevant to your interests
- Seek opportunities to be a mentor to undergraduate or graduate students
- If interested in an academic career, consider attending Preparing Future Faculty workshops

Expanding your Awareness of Career Options

- Continue relevant suggestions from years 1-2
- Conduct informational interviews with employed faculty and professionals
- Explore career options (and gain experience and network contacts) through volunteer work, internships, part-time or summer employment

Build Your Network

- Continue relevant suggestions from years 1-2
- Join appropriate division units within discipline area association i.e. APA, MLA, AHA
- Volunteer to be a paper reader, chair/facilitator or discussant for conferences.
- Meet and network with professionals outside academia
- Identify additional mentors as needed for career goals
- Keep in touch with relevant network contacts developed earlier

Continue Job Search Process

- Continue relevant suggestions from years 1-2
- Start identifying the types of Universities you are interested in.
- Examine job descriptions for qualifications and make necessary adjustments to your Career Roadmap
- Beginning year 3, submit articles for publication with goal of having at least 1 article in press or in print when you're on the market.

Years 4+ (Final Dissertation & Research Work)

Invest in Yourself

- Continue relevant suggestions from years 1-2 and years 2-4
- Decide what career option(s) you will pursue and develop an action plan
- Utilize career development resources offered at professional organizations and/or scholarly society conferences or on their websites
- Choose volunteer work, internships, part-time or summer employment to gain experiences relevant to your career goal
- If interested in an academic career, seek the opportunity to participate in job search committees for your department and/or attend job talks of faculty job candidates
- Attend workshops on the job search process

Expanding your Awareness of Career Options

- Continue relevant suggestions from years 1-2 and years 2-4

Build Your Network

- Continue relevant suggestions from years 1-2 and years 2-4
- If interested in non-academic jobs, attend Career Fairs and employer information sessions and network with recruiters

Continue Job Search Process

- Continue relevant suggestions from years 1-2 and years 2-4
- Start exploring specific positions of interest and postdocs.
- Write your dissertation with the goal of publishing.
- Draft application materials for the job search: cover letter, teaching philosophy, research statement etc. and get them critiqued at the Career Development Office, by faculty in your department, and by mentors and network contacts as appropriate
- Learn about academic and non-academic interviewing
- Prepare the basics of your academic job talk (if applicable).
- Meet with those you plan to use as references/recommendation letter writers: update them on your plans and share an updated resume/CV
- If interested in academic positions, get copies of all of your teaching evaluations
- If interested in non-academic positions, use ClaremontCONNECT

Final Year

Invest in Yourself

- Review and finalize timeline for completion of degree and update regularly
- Review your job search goals, revise if needed and update your action plan as needed

Build and Work Your Network

- Continue relevant suggestions from years 1-2 and years 2-4
- Let network contacts know you are actively looking for a job and your availability

Continue Job Search Process

- Prepare parts of your dissertation for publication in major journals.
- Update application materials (CV/resume, cover letter draft, etc.) as needed
- Keep references/recommendation letter writers informed of your progress
- For academic positions, obtain letters of recommendation
- Search for and apply to job openings or post-doc openings
- Research each organization you are applying to and be sure to tailor your application materials to each position and organization
- For non-academic jobs, participate in campus Career Fairs, research employers in advance and bring a copy of your resume
- Pursue interviews at conferences in final year (if applicable)
- Practice your interviewing skills
- Schedule a practice interview with the Career development Office.
- For academic jobs, revise and practice job talk/research presentation (preferably with mock audiences who give feedback) at least three times
- Learn about negotiating before any possible interviews
- If you are an International Student wanting to work in the United States, apply for your OPT far enough in advance that you have your OPT card by your graduation date



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