

## Job Search Timeline

Prepared by Noreen Moore, Ph.D., School of Education, University of Delaware  
(based upon her job search experiences in 2008-09)

### Summer before your search

- Do some research about the type of setting you want to work at (e.g., industry, academia -research or teaching-focused institution), post-doc)
- Make a decision about how you will define your search (e.g., job type only, geography, combination). In other words, are you really willing to move *anywhere* for your dream job? OR, are you willing to relocate *within reason*?
- Get your CV in order and up to date (Career Services Center has great models)
- Get your dossier together (a dossier is a document containing course syllabi, student work, student evaluations, etc.)
- Start writing a generic cover letter that can be tweaked to be made more specific as you find actual jobs you want to apply to
- Select paper or publication you are most proud of - some places require a writing sample
- Ask mentors to write your letters of recommendation
- Ask mentors, colleagues, and friends who have job searched for advice

### Fall

- Get all of your files (CV, cover letter, dossier, publications, etc.) on file in the Career Services Center. They will help you organize and send out materials to jobs to which you will apply. You do not necessarily have to go this route; you can send out your materials yourself. If you plan to apply to many jobs (10+), I would recommend using the Career Services Center. If you only plan to apply to a small number of jobs (5 or fewer), I think you can do it yourself.
- Identify jobs to which you will apply. Check your favorite job sites every day - make it a routine. I checked every morning while having my coffee and cereal. Here are two sites I found helpful:
  - The Chronicle of Higher Education
  - Higher Ed. Jobs
- Organize job information: Put all of the information you need in order to apply for the job in an excel spreadsheet (i.e., name of job/school, position, description, application requirements, contact information, deadline for application). This will help you organize your search. I would put a few jobs in a spreadsheet during the week. Then on the weekend I would look at the jobs again and make sure they were jobs I was really

interested in. Then, I would send out my applications. The spreadsheet was a nice way to keep all of the information for each job in one place. Below is an example of the template:

	Position	Descript.	Cover Letter	Dossier	Sample Pub.	CV	Letters of Rec.	Dead-line	Contact
Job #1	Asst. Prof	3-3 teaching load, research	X	X	x	x	4	10/15/09	Dr. Speaker
Job #2			x	x		x	3	11/1/09	Dr. Jobs

- Think about your **interview** - Most likely you will have at least two interviews if you apply for a faculty position:
  - 1) **Interview 1- phone interview:** this comes about a month before the campus interview. It is a screening process. There may be several committee members on the phone at once - they will ask you a series of generic questions about your work and your philosophy just to make sure you are a "fit" before they spend the money to invite you to campus. You will hang up the phone without any feedback on how you did and this can be a little disconcerting - Don't worry! You did fine! Think out whether you actually want this position after having spoken to the committee. And, make sure you ask when they expect to contact you about the next phase - this way you will have some guidance as to when you can expect an answer about advancing to the second interview.
  - 2) **Interview 2 -campus interview:** this can be a 2-day event. You will have dinner the night before your full day interview with members of the committee.

On this first day, you may also be asked to teach a class. The next day you will have a full day! A typical interview day may look like this:

- 1) interview with the committee
- 2) interview with the provost
- 3) interview with the dean
- 4) lunch
- 5) research talk/teach a class
- 6) interview with the chair
- 7) campus tour
- 8) Goodbye

**\*\*It is important to know who all of these people are and their role in the college/university. You should also try to do a research talk and teach a class you have already done before and received feedback on. You can begin to prepare this the summer before you job search.**

### **Fall/Winter**

- You will be starting to interview now if you haven't already been called. Make sure your research and teaching is at a point where you can leave and go on interviews without being stretched. Plan your interviews with time in between to help you recuperate. You may have a two places call you to schedule interviews a day or two apart. It may sound like a good, efficient use of your time, but just be careful. Interviews are exhausting especially if you have to travel. I would recommend spacing them out a week apart if possible.

### **Interview Tips:**

- Remember everything you say and do (even if it feels like you are in a social situation at dinner) is being evaluated.
- Do research about the college/university before you go. Know who you will be meeting (i.e. their background and research interests).
- Make a list of questions you want answered. These questions are perhaps more telling and important than the questions the committee asks you!
  - Examples of some questions you may want answered:
    - Funding for research? Support for research?
    - Course load?
    - What are the students like?
    - Where do see you the university going in the next few years (good question for provost)?
    - How often are faculty on campus?
- Think about some questions they may ask you. Remember, though, that you are the expert on you, your research, and your philosophies. You can not change these AND it is not in your best interest to change for the interview. You want to make sure the job is a good fit for you!
  - Some topics they may ask you about:
    - Research interests, Teaching style

- Follow up-after the interview - send an email to each committee member thanking them for the opportunity. It is also a good idea to mention something personal about each one if you can remember (e.g., I was interested in your research on children's museums and you mentioned you just published an article in X journal. Would you mind sending me a copy?)

### Winter/Spring

- Now, you may have an offer or several. You have to decide which job the best match for you. If you are waiting on word from your dream job, (but you have another offer from not your dream job), you should tell your dream job that you have another offer so you would appreciate their decision soon. It is tricky navigating this part of the job search process - especially if you get an offer from one job before you have had an interview at another job you really want. The important thing to remember is to make a decision that is best for you!
- Negotiating once you accept a job:
  - Have a list prepared of the things you want / need:
    - \$ for start up (books, membership to organizations,etc.)
    - Computer
    - Printer, scanner, etc.
    - Statistical software/stat help (depends on discipline)
    - Relocation \$
    - If you are going far and you need to visit before you actually move, ask for \$ to fly and stay there

### Spring

- You may have a job by now - so take some time to relax and celebrate all of your hard work!