

Looking for an academic job can be a challenging and time consuming task but there are things you can do to increase your chances of success. By starting early with the process listed below you, are more likely to land a suitable position job upon graduation.

■ EARLY PLANNING PHASE (Ideally begins 1.5 - 2 years before target start date) →

- Establish your career plan and job search target
 - *Unclear about your career plans/options? Refer to Academic Career Planning handout.*
- Communicate your plans to your advisors, profs and supervisor and seek guidance
- Seek out opportunities to gain relevant experience and skills
- Make new connections in your field through active participation in events and forums.
- Get involved with campus committees (e.g., hiring committees)
- Identify relevant post-doctoral opportunities
- Consider completing your degree early (December or May)
- Attend/present at conferences (international when possible)
- Clarify potential types of employers
- Begin to think about your professional brand (networking cards, your CV, website, blog)

■ STRATEGIC POSITIONING PHASE (Ideally begins 1.5 - 1 year before target start date) →

- Conduct in-depth research on potential employers
 - Know the names of relevant faculty and their plans
 - Know key areas of research
 - Know their funding (current/potential) sources
- Begin seriously contacting departments and relevant faculty
 - Request 'information' meetings to gather information
- Ask advisors and other professors for specific contact names
- Request letters of recommendation from your referees
- Build your Portfolio and professional brand (Website, Blog, CV and other materials)
- Attend major conferences in your field (seek out and meet other researchers in your field and communicate your interests/intentions)
- Investigate specific funding sources (prepare applications)
- Select specific potential employers

■ TARGETED SEARCH PHASE (Ideally begins 1 year before target start date) →

- Submit Applications
- Attend and contribute to relevant events and conferences (some institutions plan initial screening interviews for these conferences)
- Request meetings with potential employer contacts (i.e., faculty at other institutions. Remember, *you* are interviewing *them* to assess possible "fit")
- Prepare for interviews
- Follow up with all contacts and on all applications
- Have a back-up plan ready if you are not successful in obtaining a faculty position immediately