# Career Planning Guidelines for Doctoral Students Seeking Academic Careers

## EARLY YEARS

- Login to CareerConnect to update your profile
- Explore the services OAACA offers (workshops, 1:1 appointments, and connecting with alumni)
- Create or update your CV
- Seek opportunity to gain experience as a teaching assistant
- Get to know faculty members in your department
- Seek opportunities to supervise undergraduate students
- Connect with peers from many departments
- Learn about student organizations at the School and University
- Seek opportunities to apply for grants to support your research

## MIDDLE YEARS

- Begin attending professional association meetings in your field
- When possible, participate in the hiring process for any new candidates for faculty position in your department such as attending their job talks
- Discuss your career plans with your mentor, advisor, or career coach
- Attend workshops and panels on applying for academic jobs and postdocs
- Develop a robust LinkedIn profile, join groups, participate in discussion fora
- Continue to apply for grants to support your research
- Organize meetings and conferences for scholarly associations
- Start a career log to record your thoughts on academic coursework & future goals

## FINAL YEARS

- Identify references and ask for letters of recommendation support
- Research and apply for post-doctoral opportunities or faculty positions
- Arrange to practice your job talk with faculty members and colleagues
- Participate in the annual conference in your discipline
- Make an appointment with a career coach to review your job application materials
- Devote a significant amount of time to tailoring your application for each position
- Arrange a mock interview with a career coach to polish your interview skills
- Develop timeline and writing plan to meet dissertation deadlines

---

Read our weekly Career Advancement Update e-newsletter (sent on Sunday) to stay informed about upcoming programs, events and jobs that may be of interest. Our website also contains a calendar of our programs, job search tools and links Career Connect (our job listing database) and to other job listing sites.