



PhD Preparation for a Dual Career Path Checklist Packet

Year One

Items to Consider:

- Do you have an advisor? If so, start talking with senior students and faculty members to see who might be a good fit for your academic interests and personal mentorship style.
- Have you met other faculty members besides your advisor with similar research interests? If not, e-mail them to set up an appointment to introduce yourself.
- Do you have a long-term timeline for the next five to seven years (varies depending on your department's normative time to degree) that outlines your goals and deadlines until the summer after you graduate?
- Have you visited the Career Center to identify transferable skills?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Have you familiarized yourself with your departments cycle of regular deadlines: research & travel grants, course proposals, fellowships and grants, etc.?
- Have you researched and applied for summer internships, volunteer positions, or job opportunities to expand and hone your skills?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Have you converted your CV to a resume and are keeping that resume up-to-date?
- Are you expanding your skills through a Teaching Assistantship, Research Assistantship, internships, volunteer work, and/or part-time employment while taking courses?
- If applicable, are you attending professional conferences?
- If applicable, are you taking on leadership roles relevant to your interests? A few examples on campus are the Graduate Student Association, the Graduate Student Commons, and serving on a low-impact departmental or campus committee.
- Have you considered participating in the Graduate Division's Graduate Student Leadership Certificate Program to build your leadership skills and network?
- If applicable, have you applied for research and travel grants?
- Do you have a LinkedIn account and are you updating it regularly?
- Have you been meeting and networking with graduate students and faculty in your department and around campus either informally or at department events?
- Have you been attending career workshop and job fairs?
- Have you been attending networking events on campus and through your own personal network (undergraduate alma maters, conferences, industry events, professional associations, etc.)?

- Have you been conducting informational interviews?
- Have you begun to identify types of institutions or companies or positions that are of interest to you?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
- Are you taking required courses and, as much as possible, crafting final assignments around your research interests; wherever possible, taking workshops/courses outside your department to meet faculty members and potential mentors, and to beginning the search for an outside exam committee member?
- Have you familiarized yourself with senior Teaching Assistants in your department, and ask for advice on running section, grading, mentoring students, and time management; observe other sections to get ideas for organizing your own?

If you are also considering a career as a professor in academia:

- Have you begun to review job ads in your academic field to see what particular subfields, skills, and research methodologies are expected of applicants; seek out coursework and begin to build relationships with faculty in these areas?
- Do you have an Academia.edu profile and are you updating it regularly?
- Have you identified and become familiar with relevant journals and prominent figures in your field for potential publishing opportunities?
- Have you begun to submit papers, panels, proposals, and poster sessions for conferences?
- If not as a presenter, have you begun to attend professional conferences as a volunteer or discussion facilitator?
- Have you reviewed your TA applications?

What else do you want to accomplish during your first year?

1. _____

2. _____

3. _____

4. _____

5. _____

Year Two

Items to Consider:

- Have you been regularly meeting with your adviser to discuss and assess your timeline of deadlines and goals for your PhD and to finalize your exam topic, materials, and committee?
- Do you have a long-term timeline for your doctoral degree that outlines your goals and deadlines until the summer after you graduate?
- Have you visited the Career Center to identify transferable skills and/or have a Career Counselor look for your application materials for internships and job opportunities for the summer (or, if possible, during the school year)?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Have you researched and applied for summer internships, volunteer positions, or job opportunities to expand and hone your skills?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Have you converted your CV to a resume and are keeping that resume up-to-date?
- Are you expanding your skills through a Teaching Assistantship, Research Assistantship, internships, volunteer work, and/or part-time employment while taking courses?
- If applicable, are you attending professional conferences?
- If applicable, are you taking on leadership roles relevant to your interests? A few examples on campus are the Graduate Student Association, the Graduate Student Commons, and serving on a low-impact departmental or campus committee.
- Have you considered participating in the Graduate Division's Graduate Student Leadership Certificate Program to build your leadership skills and network?
- If applicable, have you applied for research and travel grants?
- Do you have a LinkedIn account and are you updating it regularly?
- Have you been meeting and networking with graduate students and faculty in your department and around campus either informally or at department events?
- Have you been attending career workshop and job fairs?
- Have you been attending networking events on campus and through your own personal network (undergraduate alma maters, conferences, industry events, professional associations, etc.)?
- Have you been conducting informational interviews?
- Have you begun to identify types of institutions or companies or positions that are of interest to you?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
- Have you scheduled when you will do your qualifying exam?

- Have you finalized your exam topic, materials, and committee? If so, have you nominated your committee to the Graduate division?
- Have you nominated your dissertation reading committee by the end of your second year?
- Have you completed your remaining coursework by the end of this year?
- Have you planned how and when you will set aside time to study for your qualifying exams?
- Have you planned how and when you will set aside time to write your qualifying exam materials?

If you are also considering a career as a professor in academia:

- If applicable, have you planned how and when you will set aside time to work on other writing projects, including articles, conference papers, and grant applications?
- Have you begun to review job ads in your academic field to see what particular subfields, skills, and research methodologies are expected of applicants; seek out coursework and begin to build relationships with faculty in these areas?
- Do you have an Academia.edu profile and are you updating it regularly?
- Have you identified and become familiar with relevant journals and prominent figures in your field for potential publishing opportunities?
- Have you begun to submit papers, panels, proposals, and poster sessions for conferences?
- Do you have at least one piece of writing you're trying to turn into a published article?
- Have you begun to research external funding for your dissertation?
- Have you reviewed your TA evaluations?

What else do you want to accomplish during your second year?

1. _____

2. _____

3. _____

4. _____

5. _____

Year Three

Items to Consider:

- Have you been regularly meeting with your adviser to discuss and assess your timeline of deadlines and goals for your PhD and to finalize your exam topic, materials, and committee? Or, if you have already done your QE, have you (along with your advisor and other committee members) drawn up a schedule of chapter draft deadlines, including agreeing upon a reasonable time-frame for faculty feedback?
- If you are working on your dissertation, have you agreed upon semi-regular meetings to discuss your work with your advisor and committee?
- Do you have a long-term timeline that outlines your goals and deadlines from now until the summer after you earn your degree?
- Have you kept updating your Master List or resume?
- Have you researched and applied for summer internships, volunteer positions, or job opportunities to expand and hone your skills?
- Have you visited the Career Center to discuss your dual career path?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- Have you drafted a Master List of everything you have done (from volunteering to paid jobs to internships) that you can use to make your resume?
- Have you converted your CV to a resume and are keeping that resume up-to-date?
- Are you expanding your skills through a Teaching Assistantship, Research Assistantship, internships, volunteer work, and/or part-time employment while taking courses?
- If applicable, are you attending professional conferences?
- If applicable, are you taking on leadership roles relevant to your interests? A few examples on campus are the Graduate Student Association, the Graduate Student Commons, and serving on a low-impact departmental or campus committee.
- Have you considered participating in the Graduate Division's Graduate Student Leadership Certificate Program to build your leadership skills and network?
- If applicable, have you applied for research and travel grants?
- Do you have a LinkedIn account and are you updating it regularly?
- Have you been meeting and networking with graduate students and faculty in your department and around campus either informally or at department events?
- Have you been attending career workshop and job fairs?
- Have you been attending networking events on campus and through your own personal network (undergraduate alma maters, conferences, industry events, professional associations, etc.)?
- If applicable, have you been conducting informational interviews?
- If applicable, have you begun to identify types of institutions or companies or positions that are of interest to you?

- Have you researched relevant post-doctoral fellowships and familiarized yourself with the deadlines and processes?
- Have you evaluated your network of support, identified weak points, and made a plan to network to fill those weak spots?
- Have you completed your remaining coursework?
- If you haven't taken your qualifying exams, have you planned how and when you will set aside time to study for them?
- If you haven't taken your qualifying exams, have you planned how and when you will set aside time to write your qualifying exam materials?
- Have you begun to write your dissertation and, if possible, with the goal of publication?

If you are also considering a career as a professor in academia:

- Have you researched dissertation fellowships and familiarized yourself with the deadlines and process?
- Have you researched post-doctoral fellowships and familiarized yourself with the deadlines and processes?
- Have you continued to work towards publishing your writing, especially by conceiving of your ideas in multiple formats: before beginning dissertation chapters, try working out your ideas in conference paper and article-length forms?
- Have you been reading journals in your field and regularly familiarizing yourself with publication timelines?
- Have you been attending job talks and, if possible, serving as a graduate student representative on a job-search committee.
- Have you proposed to teach a course in your department either during the Summer Session or academic year?
- Have you reviewed your TA evaluations?

What else do you want to accomplish during your third year?

1. _____

2. _____

3. _____

4. _____

5. _____

Year Four +

Items to Consider:

- Have you met with your advisor and committee to draw up a schedule of chapter draft deadlines for your dissertations?
- Have you set up semi-regular meetings with your advisor and committee to discuss your progress and dissertation?
- Have you continued to discuss your long-term timeline with your advisor?
- Have you continued to update and adjust your long-term timeline with goals and deadlines?
- Have you visited the Career Center for help?
- Have you continued to update your Master List or resume?
- Have you begun to draft application materials for the job search such as a cover letter, resume, and other applicable materials?
- Have you had your application materials critiqued by a trusted peer, Career Center counselor, or mentor?
- Have you started perusing job search websites and classifieds?
- Have you met with those you plan to use as references/recommendation letters writers to update them on your plans and share an updated resume?
- Have you been writing your dissertation with, if applicable, the goal of publishing?
- Have you begun to learn about interviewing?
- Have you begun to learn about negotiating a job offer?
- Have you been conducting informational interviews?
- Have you decided what career options you want to pursue during your job search and developed a calendar of job deadlines?
- If applicable, have you joined a professional organization or attended conferences?
- Have you been doing volunteer work, an internship, or part-time job to develop and hone your transferable skills?

If you are also considering a career as a professor in academia:

- Have you begun to draft application materials for the job search such as a cover letter and if applicable, statement of teaching philosophy, statement of research interest, etc.?
- Have you had your application materials critiqued by a trusted peer or academic mentor?
- Have you met with those you plan to use as references/recommendation letters writers to update them on your plans and share an updated CV?
- Have you continued to work towards publishing your writing, especially by conceiving of your ideas in multiple formats: before beginning dissertation chapters, try working out your ideas in conference paper and article-length forms.
- Have you been reading several journals in your field and regularly familiarizing your publication deadlines?

- Have you begun to familiarize yourself with post-doctoral opportunities in your field and with their respective processes and deadlines?
- Have you proposed to teach a course in your department either during a summer session or in the academic year?
- Have you gotten copies of all of your teaching evaluations?
- Have you updated your Academia.edu profile?

What else do you want to accomplish during your fourth year (and beyond)?

1. _____

2. _____

3. _____

4. _____

5. _____

Final Year

Items to Consider:

- Have you been continuing to meet with your advisor to discuss your job search (whether academic, non-academic, or both) and your dissertation progress?
- Have you been continuing to meet with your advisor and dissertation committee to discuss your dissertation's progress?
- Are you on-track to finish your dissertation?
- Have you continued to update and adjust your long-term timeline with goals and deadlines?
- Have you continued to update your Master List or resume?
- Have you visited the Career Center for help?
- Have you scheduled a practice interview at the Career Center?
- Have you practiced your interviewing skills in other ways?
- Have you determined which career options you will pursue during your job search and developed an action plan and calendar about how to meet job application deadlines?
- If applicable, have you obtained letters of recommendation or references?
- Have you kept your references or recommendation letter writers apprised of your progress?
- Have you researched each organization you are applying to and tailored your application materials to each position and organization?
- Have you participated in campus Career Fairs and research the employers in advance? Remember to bring your resume!
- Have you learned about negotiating a job offer?
- Have you updated your LinkedIn profile?
- If applicable, have you attended career and employer information sessions to connect with recruiters?
- Have you attended professional development events to expand your network? Have you included alumni events?
- If applicable, have you monitored job openings in your desired geographic area or in other areas of interest?
- Have you drafted application materials relevant for your employment objective?
- Have you monitored developments and trends in your field/discipline for emerging and declining opportunities?
- Have you searched for and applied to jobs?

If you are also considering a career as a professor in academia:

- Have you searched for and applied to job openings or postdoc openings?
- Have you prepared parts of your dissertation for publication in major journals?
- Have you obtained letters of recommendation?
- Have you considered using a dossier service?

- Have you kept references/recommendation letter writers informed of your process?
- If applicable, have you pursued interviews at conferences?
- Have you revised and practiced a job talk/research presentation (preferably with mock audiences who give feedback) at least three times?
- Have you gotten copies of all of your teaching evaluations?
- Have you updated your Academia.edu profile?

What else do you want to accomplish during your final year?

1. _____

2. _____

3. _____

4. _____

5. _____
