



PhD Preparation for a Dual Career Path Checklist: 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 evaluations?

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

1. _____

2. _____

3. _____

4. _____

5. _____
