



PhD Preparation for a Dual Career Path Checklist: 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. _____
