Timing your job search can be stressful, since you must rely on others for things like letters of recommendation and transcripts. Below is a rough timeline that can guide your process. Be sure to check with your advisor about the specific requirements in your discipline. Make sure to check your department’s website. Most provide useful information and timelines specific to your discipline.

Spring
- Open an Interfolio account
- Request letters of recommendation
- Attend CareerLAB Academic Job Search Series

Summer
- Draft a curriculum vita; solicit feedback from dissertation director
- Create teaching portfolio and draft teaching philosophy statement
- Draft dissertation abstract, research statement, and cover letters
- Obtain feedback on drafts of application materials
- Work on dissertation
- Check job listings regularly
- Attend CareerLAB Academic Job Search Series

Fall
- Research schools you’ll be applying to
- Schedule career counseling sessions at CareerLAB
- Polish final drafts of CV, cover letters, teaching and research statements
- Continue working on dissertation
- Prepare writing samples
- Attend CareerLAB Academic Job Search Series

Winter
- Register for mock interviews
- Prepare and practice job talk
- Make campus visits
- Check for new job ads
- Attend CareerLAB Academic Job Search Series

Spring
- Make campus visits
- Look for late openings
- Negotiate job offers

Duke University’s Career Center publishes a helpful job search timeline at: www.imdiversity.com/Villages/Channels/grad_school/articles/grad_duke_academic_jobs.asp.