

## A ROUGH TIMELINE FOR THE JOB SEARCH PROCESS

### for GDR students

(prepared by Dr. Pam Hall, Graduate Division of Religion, Emory University)

(What follows is general advice only; it is *essential* that you supplement and emend it with specific advice from your advisor and committee members.)

Spring semester preceding search year:	<ul style="list-style-type: none"><li>• <b>Consult with your dissertation advisor</b> and committee members about viability of plans to go on job search in following academic year. This is crucial. They need to be able to speak to your progress and promise of completion.</li><li>• Consider submitting an AAR/SBL conference proposal, usually due around the beginning of March. This can give you more experience and may result, if your proposal is accepted, in some travel money to get to the AAR Conference in November.</li></ul>	<i>Check when completed</i> _____
Summer preceding search year:	<ul style="list-style-type: none"><li>• Work on your dissertation as much as possible. Your progress is a crucial consideration in hiring.</li><li>• Set up dossier with Emory Career Center, Interfolio, or other dossier service you will be using.</li><li>• Ask recommenders to write letters and send by August 15th (roughly). This will require a signed form of consent from you to each recommender. To help them, also provide them with your C.V. and a rough draft of your job letter.</li><li>• You may want to discuss with committee members the possibility of individually targeted recommendation letters when appropriate.</li><li>• Begin to check for job postings: e.g. AAR/SBL online listings, Chronicle of Higher Education, Academic Jobs Wiki, and other scholarly societies as appropriate. It is important to consult with advisors about appropriate organizations and publications to monitor for postings.</li><li>• By August have drafts of C.V. and application letters to fine tune for specific jobs. Show these to your advisor.</li><li>• Select a writing sample to send out upon request, usually a dissertation chapter.</li><li>• Draft research statement.</li><li>• Draft a teaching statement and prepare supporting teaching documents.</li></ul>	
Sept./Oct.	<ul style="list-style-type: none"><li>• Send out first round of job applications. Each school's submission process may be different from others'. Attend carefully to their ad instructions.</li><li>• Do not apply for jobs that you are not well qualified to fill. <b>As appropriate</b>, however, you may find that you can make a compelling case for your fit with an academic position beyond religious or biblical studies: so consider in conversation with your advisor other scholarly positions in</li></ul>	

	<p>areas such as Middle Eastern studies, sociology, literature, etc. Your fit depends of course on the character of your training and dissertation project. Be guided by your advisor and committee in this.</p> <ul style="list-style-type: none"> <li>• If you are asking for specific recommendation letters to specific schools from committee members, please allow extra time for these requests. Ask if you may send recommenders a reminder about them a week in advance.</li> <li>• Continue to work on your dissertation.</li> </ul>	
Oct.	<ul style="list-style-type: none"> <li>• Prepare for interviews at AAR/SBL. Ask your COS advisor or dissertation advisor if relevant faculty can help by forming a mock interview panel for you.</li> <li>• Prepare for interviews by having in mind a short summary of your dissertation project targeted to a general academic audience.</li> <li>• Prepare for interviews by considering how you might teach relevant courses needed by the interviewing departments.</li> <li>• Prepare for interviews further by considering carefully professional attire for the interview.</li> </ul>	
Nov.	<ul style="list-style-type: none"> <li>• Prepare for interviews at AAR/SBL Annual Conference by researching schools and departments with whom interviews have been scheduled.</li> <li>• Interviews at AAR/SBL: have a good question for each interview. Project interest and good energy. Enjoy talking about your work and seek to learn from each interview.</li> <li>• Even if you do not have interviews scheduled, attend AAR/SBL Conference if possible. It is a major opportunity for professional networking, including for publishing.</li> <li>• Continue to work on your dissertation. Being done will be the gift that keeps on giving.</li> </ul>	
Dec.	<ul style="list-style-type: none"> <li>• Continue applying for jobs posted later in the Fall and possibly for post-docs and Visiting Asst. Professorships for the coming year.</li> <li>• You are likely to hear by the holiday break about possible campus interview visits from earlier interviews from the AAR/SBL. When you receive turn-downs, take them in stride.</li> <li>• Consider carefully in conversation with your advisor a suitable “job talk” for campus interviews you receive: you will also get some instruction about this from the schools who invite you to campus.</li> <li>• Be prudent in the use of presentation technologies, which can go awry and displace attention from your talk.</li> </ul>	

Jan.	<ul style="list-style-type: none"> <li>• Ask questions of your interviewing schools regarding what to expect on the interview and what you need to prepare.</li> <li>• Prepare for second stage of interviews by more research on schools and departments you may be visiting.</li> <li>• The campus interview itself will often be intensive, and the days may be quite long. Be well rested before, bring snack bars if needed, and take it as it comes.</li> <li>• If there are campus visits, be aware that this can bring dissertation writing to a halt for a while.</li> <li>• Second round interviews may also be done via Skype instead; this is an increasing trend.</li> </ul>	
Feb.-March	<ul style="list-style-type: none"> <li>• Wait to hear about job offers.</li> <li>• Continue to monitor later job postings; many new possibilities can open up in spring or even summer.</li> <li>• If job offers come in, take notes and consider negotiating if possible. Some offers may have flexibility for movement on salary, start up costs, travel; some may not. This is delicate business, so proceed with tact. Consult with your advisor on this of course.</li> <li>• Continue writing your dissertation. Plan to finish your dissertation BEFORE starting your job!</li> <li>• Deadlines for May graduation fall in early to mid April for completion of dissertation, defense, <b>and</b> final revision.</li> </ul>	
Spring to summer	<ul style="list-style-type: none"> <li>• If you have not yet found a job, continue to monitor job postings; many appear even into the summer.</li> <li>• If you have not yet completed your dissertation, do so. Communicate with your advisor and committee about viability of possible summer defenses: not all faculty may be available during these months.</li> </ul>	