Our Purpose

To help doctoral students understand how to effectively manage their job search.

- How do I prepare?
- What goes into the application packet?
- What schools should I target?
- What can I ask?
- When should I start looking? How do I get ready?
What Schools Should I Target?

- Research Model
- Balanced Model
- Teaching Model
When Should I Start Preparing?

- Start preparing search materials now

- Materials should include:
  - Indicators that you’ll be done
  - Indicators of teaching quality
  - Indicators that you’ll be a decent colleague

- You want to project that you’ll “fit” with a range of institutions

- Job announcements start appearing in June
In your application ...

Ethics

• Take care to not misrepresent yourself ...

• Key touch points
  • Clear about what you can teach
  • Realistic about your timeline to completion
  • Honest with yourself about where you are willing to live
In your materials ...

References

- Who should you ask?
- What mix of references do you want?
- What is a strong reference?
What schools should I apply to ...

- Do your homework on an institution
  - Review the curriculum
  - Research by faculty
  - Tenure processes
What schools should I apply to ...

- Schools with religious preferences
- Gender and race
- Dual career issues
- Unions
- Location
- Private/Public
- Undergraduate, master’s, Ph.D. programs
When do I apply ...

- Before the closing date ...
- Two markets
  - Fall – AAA, AOM, AMCIS, DSI
  - Spring – ICIS
So you want an interview ...

- Customize your cover letters to the school ...
- Faculty support ...
- Apply well before the conference ...

**Remember:** Invitations often don’t go out until the week or even a day before the conference
So you have a conference interview ...

- What can I ask in a screening interview?
- What should I know?
- What is taboo?
What’s next ...

- You wait … and wait … and wait
- Make sure you have …
  - A defended proposal
  - A job talk ready
  - Flexibility
  - Resources
  - A suit
So you have a campus visit ...

- What has changed?
- What are they looking for?
- How do I prepare?
- When do I prepare?
Now what?

- You wait … and wait … and wait …
- Contemplate whether you can be happy at the school …
- Contemplate what more you need to know …
  - Family visits
  - Benefits
  - Tenure process
The offer?

- Ah! That’s the next workshop!
Contact Us

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