



## PhD Preparation for a Dual Career Path Checklist: Year Two

### Items to Consider:

- Have you been regularly meeting with your adviser to discuss and assess your timeline of deadlines and goals for your PhD and to finalize your exam topic, materials, and committee?
- Do you have a long-term timeline for your doctoral degree that outlines your goals and deadlines until the summer after you graduate?
- Have you visited the Career Center to identify transferable skills and/or have a Career Counselor look for your application materials for internships and job opportunities for the summer (or, if possible, during the school year)?
- Have you explored the Career Center website to learn about informational interviewing, networking, and other key activities involved in your job search?
- 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?
- Have you scheduled when you will do your qualifying exam?
- Have you finalized your exam topic, materials, and committee? If so, have you nominated your committee to the Graduate division?
- Have you nominated your dissertation reading committee by the end of your second year?
- Have you completed your remaining coursework by the end of this year?
- Have you planned how and when you will set aside time to study for your qualifying exams?
- Have you planned how and when you will set aside time to write your qualifying exam materials?

**If you are also considering a career as a professor in academia:**

- If applicable, have you planned how and when you will set aside time to work on other writing projects, including articles, conference papers, and grant applications?
- 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?
- Do you have at least one piece of writing you're trying to turn into a published article?
- Have you begun to research external funding for your dissertation?
- Have you reviewed your TA evaluations?

**What else do you want to accomplish during your second year?**

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