



PhD Preparation for a Dual Career Path Checklist: Final Year

Items to Consider:

- Have you been continuing to meet with your advisor to discuss your job search (whether academic, non-academic, or both) and your dissertation progress?
- Have you been continuing to meet with your advisor and dissertation committee to discuss your dissertation's progress?
- Are you on-track to finish your dissertation?
- Have you continued to update and adjust your long-term timeline with goals and deadlines?
- Have you continued to update your Master List or resume?
- Have you visited the Career Center for help?
- Have you scheduled a practice interview at the Career Center?
- Have you practiced your interviewing skills in other ways?
- Have you determined which career options you will pursue during your job search and developed an action plan and calendar about how to meet job application deadlines?
- If applicable, have you obtained letters of recommendation or references?
- Have you kept your references or recommendation letter writers apprised of your progress?
- Have you researched each organization you are applying to and tailored your application materials to each position and organization?
- Have you participated in campus Career Fairs and researched the employers in advance? Remember to bring your resume!
- Have you learned about negotiating a job offer?
- Have you updated your LinkedIn profile?
- If applicable, have you attended career and employer information sessions to connect with recruiters?
- Have you attended professional development events to expand your network? Have you included alumni events?
- If applicable, have you monitored job openings in your desired geographic area or in other areas of interest?
- Have you drafted application materials relevant for your employment objective?
- Have you monitored developments and trends in your field/discipline for emerging and declining opportunities?
- Have you searched for and applied to jobs?

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

- Have you searched for and applied to job openings or postdoc openings?
- Have you prepared parts of your dissertation for publication in major journals?

- Have you obtained letters of recommendation?
- Have you considered using a dossier service?
- Have you kept references/recommendation letter writers informed of your process?
- If applicable, have you pursued interviews at conferences?
- Have you revised and practiced a job talk/research presentation (preferably with mock audiences who give feedback) at least three times?
- 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 final year?

1. _____

2. _____

3. _____

4. _____

5. _____
