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 and 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 research 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. ______________________________________________________________________