**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?**

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