

# **Chronological Academic Job Search Tips**

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**A note about what follows:** the below is a concise compilation of the resources and advice others have been kind enough to share with me about the job market. Hope it helps you as much as it helped me.

## **Before You Start Job Hunting**

### **1. CV Preparation**

- Regularly update your CV  
<http://career.ucsd.edu/sa/gradpage.shtml>  
<http://career.ucsd.edu/sa/CDPWritingYourCV.shtml>

### **2. Teaching Portfolio Preparation**

- Keep a folder containing your evaluation summaries, etc.  
<http://www-ctd.ucsd.edu/programs/ppf/>  
[http://www-ctd.ucsd.edu/resources/teaching\\_tips/portfolios.htm](http://www-ctd.ucsd.edu/resources/teaching_tips/portfolios.htm)

## **The Job Search**

### **1. Places to job hunt (Post-docs, Visiting/Tenure-Track Asst Prof, etc.)**

- Key word search job banks:  
<http://chronicle.com> (Chronicle of Higher Ed)\*  
<http://www.h-net.org/jobs/> (Humanities & Soc Sci Online)  
<http://www.higheredjobs.com/> (Higher Ed Jobs)  
[http://www.jobtarget.com/home/index.cfm?site\\_id=560](http://www.jobtarget.com/home/index.cfm?site_id=560) (National Comm Assoc)\*  
<http://isanet.ccit.arizona.edu/employment.html> (International Studies Assoc)
- Check the Job banks and conferences of other fields in which you're specifically interested (e.g. APSA, AAA)

### **2. Places for job hunt preparation and related advice**

- What the heck should I be doing?  
<http://sternetworks.org/23/a-jobsearch-timeline>  
<http://career.ucsd.edu/sa/PDFArticles/GAcadJobSearchHandbook.pdf>  
<http://chronicle.com>  
Heiberger, Mary Morris and Julia Miller Vick. (1992). *The Job Search Handbook*. Philadelphia : University of Pennsylvania Press.
- Make sense of terminology in a job announcement with which you're unfamiliar  
<http://www.icahdq.org/sections/index.asp>  
<http://www.natcom.org/nca/>

### **3. Preparing Your Application Packet**

- Make your biggest pitch in the first paragraph of your cover letter
- Make a good first impression: insert something small that makes you shine!  
Look at departmental job applicant files for ideas

#### **4. Preparing for the campus visit**

- They want you. They just want to know whether you really are the real deal in person.
- How are YOU an asset to THEM, apart from what they've already brought you in for?  
UCSD Career Center on-camera interviewing workshop

#### **5. Interviews**

- Minimize the number of variables outside of your own control: E.g. set the agenda
- Response to deer in the headlights' questions: "Why do you ask?" "Can you please repeat that question?" "What do you mean by X?"

#### **6. Job Talk**

- Discuss something that excites you
- Discuss what YOU know

#### **7. Accepting an Offer?**

- Will you be happy there (if even at least temporarily)?
- How does the offer compare to your other options?

#### **8. Negotiating**

- Get all the info you can: e.g. know what's happening on the macro job search front:  
<http://scratchpad.wikia.com/wiki/AcademicJobSearch>
- Tips on how to negotiate:  
Fisher, Roger, Ury, William and Bruce Patton. (1991). *Getting to Yes: Negotiating Agreement Without Giving in*. Boston : Houghton Mifflin.