
TO: All 2016/17 Job Market Students
FROM: Claudia Goldin and Lawrence F. Katz, Placement Directors
Date: September 6, 2016
RE: Frequently Asked Questions about the Job Market (#2)
(Note: Covers Job Market FAQs from now to mid-November)



1. What should I be doing now?

- First and foremost, continue refining your Job Market paper.
- Confirm your committee and discuss your Job Market goals.
- Sign up to present in at least one workshop or seminar.
- **September 22 (Thursday)**: First Job Market meeting with the Placement Directors.
- **October 10 (Monday)**: Individual meetings with us (the Placement Directors) to go over your CVs and discuss your goals will be scheduled for the week of October 10 with most occurring Monday 10/10. Sign-ups will be at our September 22 meeting.
- **October 14 (Friday)**: CVs (polished, but can be revised) due with Brenda for Department meeting on Tuesday, October 18. CVs for the website are due the end of October.
- **October 17 (Monday)**: Presentation Workshops and Interviewing Techniques with Dale DeLetis.
- **November 1** (on or about): Job Market list goes live on the website and will include a link to your webpage. Thus, your webpage including your (final) CV should be up and running. You can make edits, but your CV and finished papers must be posted and the “to be posted by [date]” signs must be left for other items by this date. In addition, this is the last date by which you can pull off the market with no penalties (see below).

2. CV and Webpage pointers:

- Read your CV over (again and again) for typos and glitches (better yet, give it to a new set of eyes). The same holds for your job market paper (and all other papers you ever produce). Most people do not see the errors in their own work, even the most obvious (e.g., typos in their own name or the paper title).
- Your Job Market Paper abstract is extremely important. Make certain that the JMP abstract is accessible to any intelligent economist. The same goes for all your other abstracts.
- Make absolutely certain that the PDF files you have created for your CV and paper(s) are readable by others.
- A good photo is useful. Make it professional – no cats perched on your head or silly hats.

3. How many places should I apply to? What should I include?

- Apply to a wide and diverse range of positions. But do not apply to a job you would never take.
- Before you apply on-line, compile a list of places and make certain your advisors and/or references know the list—certainly the top places on it. If one of your advisors does not feel comfortable writing a letter for you to the 2nd (etc.) top department in the nation, then do not apply there. Your letters to the other places will probably be stronger.
- You should plan to apply to places by Thanksgiving. Be aware that some places have early deadlines. Since everything (other than letters) is online, committee members will often read CVs and papers and then read letters when they arrive.

- Your application includes whatever is asked for. Generally (1) CV, (2) paper(s), (3) possible teaching, research and/or diversity statement, (4) a cover letter if needed, (5) your webpage URL.
 - a. In addition to your job market paper you may include paper(s) related to it, or that demonstrate ability in a related field, or show other strength. If your second strongest paper is considerably weaker than your job market paper, you might not want to include it even though it will be available on your website.
 - b. The cover letter, if needed, should be brief. Exceptions to the simple cover letter concern liberal arts colleges, some business schools, places that rarely hire Harvard students and unique positions. Liberal arts colleges expect you to demonstrate an interest in their school and in teaching.
- In November and December you may be contacted by departments, organizations, and agencies for your application. In some cases, you may already have applied. If so, you will want to contact the staff assistant in charge and explain the circumstances. Some places might contact you very early—before you are ready to apply. Tell them that you will apply soon (you can give a date) and ask if there is any deadline.

4. What resources should I use to compile my list of places?

- JOE (now known as the JOE Network) of the American Economic Association is the main resource. Make sure you check often since listings get added and some are last minute. The JOE Network is both a listing of jobs and a site for applying to jobs. Your letter writers will be able to post a letter to the site that will go to all listing to which you apply.
- Economic Job Market (EJM) has similar abilities to the JOE Network.
- Other job listings exist but JOE and EJM are the largest. Others include AcademicJobsOnline and Interfolio. Our website has other job listings, such as the Chronicle of Higher Education. Some business schools do not advertise in JOE but do advertise in the Chronicle. You can also check the websites of various institutions, agencies, and departments. General solicitations sent to us directly will be emailed to the Job Market List Serv.

5. Who sees the CVs and webpages? What the non-academic market?

- The CVs will be on the Department's website with links to your home page. Most places that hire economists know that.
- The department also accommodates recruiters such as the IMF, World Bank, the Board, and some of the Federal Reserve Banks. We get calls from a wide range of places.

6. Who sees to it that I get interviews?

- You get interviews because you applied for a job and/or because your advisor(s) has suggested to someone in his/her field to interview you and/or because the recruiting chair of some institution called one of us. Chances are that you will not get an interview unless you applied for the job or if your application was requested because of some intervention by us or your advisor.
- Although it varies by field, you should aim for at least 10 to 12 interviews at the meetings. If by mid-December you have fewer, you should see your advisor(s) and the Placement Directors.

7. When can I pull off the market?

- Ideally before the Placement Meeting but certainly no later than the end of October when the Department website goes live. After the Job Market meeting, the cost rises a bit. If you decide to pull off after then, you run various risks. Do your soul-searching now. When and if you do pull off, please notify the Placement Directors immediately.