
TO: All 2022/23 Job Market Students
FROM: Claudia Goldin and Lawrence F. Katz, Placement Directors
<https://economics.harvard.edu/job-market-advice>
Date: September 2022
RE: Frequently Asked Questions about the Job Market (FAQ#2)
(*Note: Covers Job Market FAQs from early Sept. to mid-Nov.*)



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 6p)**: First Job Market meeting with the Placement Directors.
- **October 10 (Monday holiday)**: 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 (Faculty) meeting on Tues, Oct. 18. CVs for the department website are due the end of Oct.
- **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:

- A “style sheet” or “template” for your CV has been posted on the department website (see “CV Guide” instructions), which must be followed. A CV is generally 2-4 pages and should include your research fields, teaching interests, relevant work experience, education, contact information, reference names (generally 3; can be 4 or 5), and brief but informative abstracts of your papers.
- 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.
- 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).
- You *must* also have a webpage. A set of instructions for constructing your webpage is also on our website. The abstracts of your papers are extremely important and must be written for a general economics audience. Abstracts generally do not have references and are not the first and last paragraphs of your paper. Write them and then rewrite them many times. Give them to your friends and see if they can instantly figure out what your paper concerns (and be interested in it).
- A professional-looking photo is important.
- Make absolutely certain that the PDF files you have created for your CV and paper(s) are readable by others.

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

- Apply to a wide and diverse range of positions, academic and non-academic. Even if you have geographic constraints, apply broadly. Do not narrow your search until you have an offer. 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 top department in the nation, then do not apply there. Your letter to the other places may be stronger as a result.
- You should plan to apply to places by Thanksgiving. Some non-academic places and even academic ones may have earlier deadlines. Since everything is online, hiring 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 are liberal arts colleges, some business schools, and many non-academic 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?

- The JOE (Job Openings for Economists) Network of the American Economic Association is the main resource. Make sure you check often since listings get added and some are last minute. JOE 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 listings to which you apply.
- Economic Job Market (EJM) has similar abilities to JOE.
- 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. What resources are available when applying to Non-Academic positions?

- Some non-academic jobs will be posted in the academic job postings. For a wider search, refer to company websites.
- The department accommodates campus recruiters including the IMF, Economics Consulting Firms, Tech Firms, the Board, and some of the Federal Reserve Banks. In addition to presentations, many of these places will also conduct campus interviews.
- The Placement webpage provides a comprehensive list of alumni placements; refer to this list to broaden your search. Use previous graduates as your network.
- The Office of Career Services (OCS) provides resume editing and interview training.

6. Who sees the CVs and webpages?

- The CVs will be on the Department's website with links to your home page. Most places that hire economists know that.

7. Who sees to it that I get interviews? (Interviews will be part of FAQ#3 but important to understand now)

- 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. The point is clear: APPLY.

8. 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.