

Date: April 15, 2019
To: Economics Students on the Job Market
From: Alessandro Pavan, Director of Graduate Placement

JOB MARKET TIMELINE AND INSTRUCTIONS

- Summer** You have an additional cumulative allowance of 5,000 copies/prints over and above your monthly 500 copies/print allowance on the copy machines between now and the end of the job market in about March. (That is to say, an additional 5,000 in total not per month.) Any excess copies/prints over and above your expanded allowance will be billed to you at a price of 6¢ a page.
- Summer** Establish your job market website on Northwestern's NuSites server: <http://sites.northwestern.edu>
- To maintain a uniform appearance for our job market candidates, you must use our standard template for your homepage: Click for [instructions on setting up your site](#)
See a [sample site](#)
- We will not link to any home pages that are not in standard format. You will need to post your vita and have your site prepared (but not necessarily post your job market paper) by October 4, and have all aspects of your site (including the job market paper) ready by October 18.
- August 26 – August 30** Summer job market presentations. Click for a Google doc [sign-up sheet](#) to select a date and time to present your job market paper.
- Early Sept*** Have your job market photo taken by a professional photographer in room 3343. Click to a Google doc signup sheet < **Link is coming!**> with the available time slots. When the photos become available, they will be upload in Box and you can select the photo you would like to use for the job market website. Please email your selected photo for the job market site to econjobmarket@northwestern.edu on or before, **September 13. Professional dress is required.**
- Early Sept*** Initial group training session by the presentation consultants. Information on time and location will be communicated to you. At the initial group meeting information will be given on subsequent individual sessions with the consultants.
- September 20** A completed draft of your job market paper(s) should be in the hands of your Ph.D. committee members.
- September 25** Meeting with Professor Pavan at 5:30PM in room 3301.
- September 27** You should e-mail to Professor Pavan at alepavan@northwestern.edu a combined PDF file with (1) your vita and (2) the abstract and introduction of your main job-market paper. Name the file yourlastname.pdf. Only include the abstract and introduction (not the whole paper) and for only one paper. Students must prepare their vita using the standard MS Word or LaTeX templates found on our [web site](#). Professor Pavan will then provide feedback on your vita and abstract. However, students are ultimately responsible for proofing their own vita.
- October 4** Your job market web page should be ready for viewing. While you need not post your job market paper if it has not yet been approved by your advisors, you must post your vita (incorporating any suggestions and comments by Professor Pavan).

- October 4** To prepare the Department's job market website, submit to Graduate Program Coordinator at econjobmarket@northwestern.edu the following attachments:
 (1) a Word file with information to build our website, click [here](#) to download this file.
 (2) a PDF of your vita (this is for his reference in preparing our site)
 Your chosen photograph should have been submitted in September.
- October 7** Department's placement web site goes live.
- Mid October** First round of practice interviews with the faculty
- October 18** Your job market home page should be finished and ready for viewing. This should include your job market paper.
- Late October** Discuss a list of positions to apply for with your advisor.
- Early Nov.** For positions with on-line applications, you are responsible for initiating the initial submission. If the application website automatically e-mails your letter writers to submit letters on-line, ask your letter writers to forward all requests for submitting letters to the Graduate Program Coordinator at econjobmarket@northwestern.edu.
- For on-line applications that require recommendation letters be e-mailed to the employer, download this Excel spreadsheet:
<http://www.economics.northwestern.edu/docs/graduate/recommendation-letters.xlsx>
- Fill in the necessary information and e-mail the spreadsheet to the Graduate Program Coordinator at econjobmarket@northwestern.edu. The staff will upload and share the file via Box, the university's vendor for online file sharing.
- The staff will update the spreadsheet with the date the letters are sent, in red. If you have additional employers that want letters e-mailed to them, update the spreadsheet within "Box" rather than e-mailing a new spreadsheet each time an addition is made. The spreadsheet updates automatically, so you will only need to notify econjobmarket@northwestern.edu when you have made a group of additions to the spreadsheet.
- If you have any applications that require mailing, ask the Graduate Program Coordinator for instructions on that process.
- November** The Graduate School makes available Development Grants for Humanists and Social Scientists to support students' next professional steps after graduate school be they on the conventional academic path or not. The awards can be used to cover costs directly related to a job search, such as travel to conferences (such as the annual ASSA meetings) or other venues to interview. Maximum one-time grant: \$400. Applications are sent directly to The Graduate School, and are accepted on a rolling basis. It is recommended that applications be made at least a month prior to the expenses being incurred. It is a good idea to apply early in the school year as applications will be declined if The Graduate School has expended its budget for this program for the year. For information and an application form, go to [The Graduate School's Web Site](#).
- Late Nov**
- Early Dec** Second round of practice interviews with the faculty
- December** Second/last round of practice presentations

* Exact dates will be communicated to you.