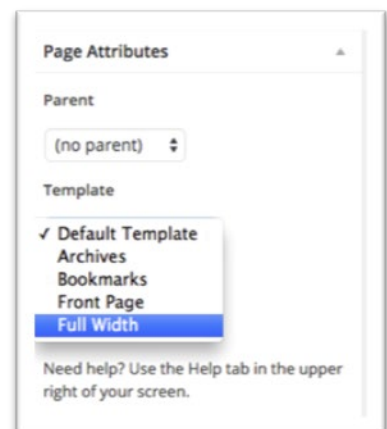
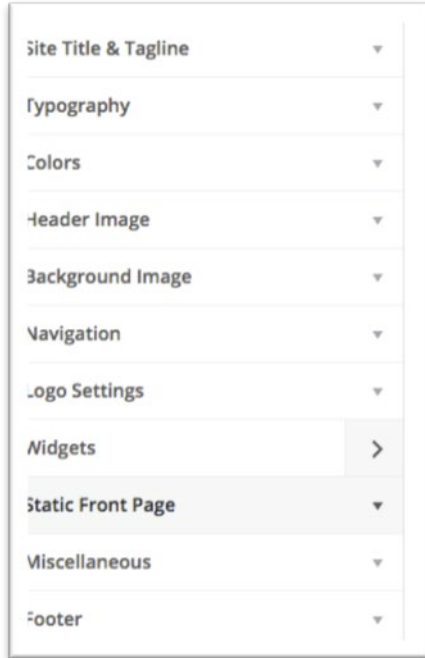


## Creating Your Job Market Site on NUSites

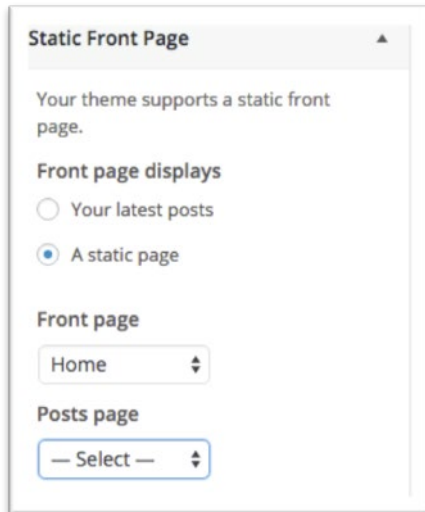
1. Go to:  
<http://sites.northwestern.edu>
2. Log-in with your NetID and Password
3. Click “My Sites” at top left
4. Click “Create a New Site”
5. Fill in the form:
  - a. For site name use your NetID (lower case only)
  - b. For Site Title use “Firstname Lastname”
  - c. For privacy select “Public”
  - d. Hit “Create Site”
6. Click on My Sites (on top bar) > your site > Dashboard
  - a. Click item name of theme on the “This Blog” box
  - b. Search for “Northwestern CV Theme” in search box
  - c. Click on the theme and hit “Activate”
7. Click on your site on top bar, then select “Settings”
  - a. Change Tagline to “Job Market Website”
  - b. Change your e-mail address if necessary
  - c. Change timezone to UTC-6”
  - d. Hit “Save Changes”
8. Go to dashboard > appearance > widgets  
For each of the items in the right hand column marked “Primary”, expand them and then delete them. This removes a side navigation column.
9. Now create your page
  - a. Choose Pages > Add New
  - b. Give title “PhD Candidate, Department of Economics”
  - c. In “Page Attributes” box on right hand side select “Full Width” from pull-down box (see below)
  - d. Click “publish” (blue button)



10. Go to Dashboard > Appearance > Customize > Static Front Page



- a. Select 'A static page' and choose the page you just created from the dropdown list (shown below)



- b. Hit "Publish"

11. Disable visitor comments on your site. To do this go to:

- a. Dashboard/Settings/discussion
- b. Uncheck the first 3 options under 'Default article settings' (see top of next page)
- c. Scroll to the bottom of the page and click 'save changes'



12. Start editing your page. Go to Dashboard > Pages then select “Job Market Website.”
13. Add your photo. Place your cursor at the top left of the editing box, and click “Add Media”.
  - a. Have your photo ready to upload.
  - b. When it has uploaded go to “Attachment Details” at right-hand side
  - c. Change Title to your “FirstName LastName”
  - d. Change Alignment to “Left”
  - e. Change Size to “Full Size”
  - f. Hit “Edit Image”, Change Scale Image to width of 200, hit “Scale” then hit “Back”
  - g. Click “Insert into Page”
14. Now add your text. For reference look at template at:  
<http://sites.northwestern.edu/econjobmkt/>
15. First upload your vita and job market paper in PDF
  - a. Call the PDF of your vita “Download Vita (PDF).pdf”
  - b. Call the PDF of your job market paper “Download Job Market Paper (PDF)”
  - c. Go to Media > Add New, hit “Select Files”
  - d. Upload both files (they will now appear in Media > Media Library)
  - e. Note that Wordpress adds some code to the end of the file name. This means that if you ever upload a new version that it will have a different name.
16. Go back to Pages > PhD Candidate, Department of Economics
  - a. Click the “T” (paste as text on second line of the formatting
  - b. Insert to the right of your picture the text on the next page:
  - c. Then go next but one page to see the notes on formatting
  - d. Note if you add additional papers, teaching evaluations etc, give them a file name appropriate to what the link should say, and upload them.
  - e. Hit “publish” or “update” (blue box)
17. Note that is you update your vita and/or job market paper(s), you will need to:
  - a. Delete existing link on your page
  - b. Insert a new link
  - c. You can permanently delete old versions of the PDFs at Media > Media Library
18. Important observation, while the address of your page will be unchanged, that of your vita, job market paper PDFs will change as you upload new versions. So only e-mail out URL of your page, not that of your vita or job market paper, as the later will become outdated.

**Cut and paste as text the text below. Then see next page for added formatting**  
\*\*\*\*\*

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Education

Ph.D., Economics, Northwestern University, 2018 (expected)  
MA, Economics, Northwestern University, 20XX  
BA, degree, University, Date.

Primary Fields of Specialization

XXXXXXXXXX

Secondary Fields of Specialization

XXXXXXXXXX

Curriculum Vitae

Job Market Paper

"Insert Title of Job Market Paper"

Insert one paragraph abstract of job market paper. Keep the length to about six lines.

Other Research Papers

Optional: You can also add the title, brief abstract and download information for additional papers.

Teaching

Optional: You can also add teaching statements and class evaluations if appropriate.

References

Prof. Firstname Lastname (Committee Chair)  
Prof. Firstname Lastname  
Prof. Firstname Lastname  
Prof. Firstname Lastname

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