

Steps in the Job Market Process

1. Familiarize yourself with this document, **Timetable**, and **FAQ**; in all communications I will have expected you to have thoroughly digested the information contained in all of the resources I have provided.
2. In your initial email to the JMPO and JMCC (see **Timetable** for timing; see **Notation** for definitions of who the JMPO and JMCC are), indicate main advisor, second advisor, job paper title, year in the JHU program, and assessment of likelihood you will actually be on the market (for students before 6th year).
3. In early September, create an entry for yourself using your **Moniker**¹ in the database that I have set up to keep track of job market candidates, **jhuEconPeople** (its full url is at the end of this document). *In addition*, write a short memo about yourself for me and your advisor(s) that includes most of the facts you have entered into the database, as well as crucial extra content. In this memo, *briefly* describe your dissertation topic and research (at most 2 paragraphs) and teaching interests. Give a tentative title for your job market paper and dissertation (this can change later, in the database). Say what kinds of jobs you are most interested in (e.g. university vs. teaching college vs. non-academic, large vs small school) and any geographic preferences or restrictions. Note any special selling points (e.g. good TA ratings), or special connections that could result in a job offer outside the usual channels. Include both primary and ‘backup’ contact information so we can always find you fairly quickly. Also include visa status information. *This document must not be more than 2 pages*. Call this document, e.g., **MemoCarrollCD.pdf**, post it at the root of your **job market directory** (which should correspond to your moniker; see **Notation**), and you’re done.
4. Note that you do not want to make an unfavorable impression on the job market coordinator by being someone I have to hassle to get you to do things like this job market memo. Please do these things on time without my having to pester you.

¹See **Notation** for a definition of your Moniker.

5. Note that you *may* need to pester *me* or your advisor to do things that we are supposed to be doing. Don't be shy about doing this; for pestering your advisor, you can blame me and the timetables I have posted (of which all the faculty are aware). If you need to pester me, you can remind me of my own schedules and that I have given you permission to pester me.
6. Schedule a practice job talk for a date before Thanksgiving in one of the department's workshops (if it is impossible to schedule a date before Thanksgiving, then you can take one after; but it is *strongly* preferred to do so before Thanksgiving). (Your presentation must be prepared using the *Beamer* package for L^AT_EX.) Make sure to confirm that your advisors can attend on the date you set up for the workshop. In advance of the workshop, recruit one of your fellow grad students to take detailed notes on any questions or discussions that arise during your seminar. Also, arrange to make sure that someone is in charge of making a video recording of your pitiful performance using the department's digital videocam; seeing yourself on camera will prove to be the most effective way to see the defects in your presentation style.
7. Get an AEA student membership. Reliable sources tell us that the registration process allows you to indicate areas of interest and to somehow signal that you may be on the job market this year. Some recruiters may actually use this information!
8. Register to attend the AEA meetings, and try to get a room in the hotel where most interviews will take place (the 'headquarters' hotel). Don't wait until the last minute, because late registrations do not get included in the directory of who is staying where so employers may not be able to find you. Plan to arrive no later than midday or early afternoon on the day before the first sessions; in some cases employers might ask to interview you on the afternoon of that day.
9. Produce a CV (3 pages or less-*no exceptions*) and a dissertation abstract (using the provided template and following the examples of previous generations of students) by early October. The abstract must be approved by your advisor (and this is a good time to discuss with the advisor what you expect will be the contents of the entire dissertation). The abstract must fit on one (1) page (that is, it must be fewer than two

pages, which is to say that the number of pages cannot exceed $e^{-\iota\pi}$); it must use at least an 11 point font, and have margins of 1.2 inches. Title at top, followed by name, followed by text. We will do a mass mailing of vitas and abstracts to potential employers in mid-October. (Include visa/citizenship status on vita). *Use the templates provided.* Post both the PDF and the `.tex` documents in your root directory, so others can learn from your pitiful `.tex` efforts and can be slightly less pitiful themselves.

10. Once your CV, abstract, and job market paper are ready, it will be *your* responsibility to post them into the home page that the department will create under your **Moniker**, along with the bare-bones html code that turns them into a web page. Do *not* use an editor like Netscape or Word to create the web page; just edit the code provided by the dept. To see what the final page will look like, go to <http://econ.jhu.edu/jobmarket/2007/>. See the `jobmarkethelp` web page listed below for more info; note that the pages <http://econ.jhu.edu/labfaq.html> and http://econ.jhu.edu/free_doc.html may also contain answers to technical questions.
11. Produce a finished job market paper by late October. It should be complete, polished, well-written, and nicely formatted. It should look like something ready to send to a journal, not a work in progress. It must be written using either *Scientific Word* or, preferably, L^AT_EX. (It's fine to have an additional paper or two to send out, but quality is *much* more important than quantity.)
12. In early November, you will begin applying to specific employers by sending them a package of materials that I will henceforth refer to as your Acorn (contents described below).² If you are not ready by that time (basically, if you do not have a job market paper and your advisors' approval), you will not be on the market.

After you have obtained your advisors' approval for your list of places you plan to apply to (and for your job market paper), email your list of employers to the JMCC with a name like `EmployersMoniker.xls`. Once

²Saying: 'From A Tiny Acorn A Mighty Oak Grows' – a metaphor for your eventual job and career, growing from this tiny job packet! (I have coined this term to avoid confusion with the 'packet' of JHU Econ CVs and Abstracts that the department will be sending).

the list has been posted, YOU send your OWN Acorn to each of these employers. The Acorn should include

- A cover letter indicating the job you are applying for (remember that sometimes a letter will arrive at the wrong place - an economics department in the business school, say, or public policy school when it was intended for the School of Arts and Sciences - the purpose is to make sure that the letter has enough information to get it redirected to the right place)
- Your CV and dissertation abstract
- Your job market paper
- A file folder with your name (e.g., “Arbatli, Elif C.”) on a neatly printed label in the file folder tab. (This is to endear you to the people who will be receiving your application, 90 percent of whom would immediately create such a file folder as their first step in processing your application, and who will be delighted to have been saved 2 minutes of time by your thoughtfulness in preparing the folder for them). The office staff can provide you with pages of blank folder labels on which you can print, say, 100 copies of your name to stick on the folder tabs.

After you have sent your Acorns out, you can request that your advisers send letters of recommendation. (Letters are often lost if they arrive before an application). For some schools, it will be possible to use the centralized system being run by <http://econjobmarket.org> to request your reference letters. You will find the instructions on how to use it at <http://econjobmarket.org/candidates.php>.

Many schools are now accepting letters by email rather than snail mail. Nonetheless, often email addresses do not work. Therefore the procedure is as follows. First, compile a list of employers accepting letters by email, with the appropriate email addresses. Separately, you must supply an envelope with the appropriate address on it (these can be generated using the `EmployersMoniker.xls` spreadsheet you should have created from the template `EmployersJHUMailing.xls`). You must give a printed copy of your spreadsheet to the office staff, because they will use these physical copies to keep track of their progress in sending out the letters. The office will try sending the letters by email. If that fails

(wrong email addresses are VERY common), the office will send letters by snail mail. *The department will cover postage on any such letters.* Finally, provide a separate set of envelopes for the employers who only accept letters by mail. Your adviser may also want you to separate potential employers into academic and non-academic categories; if so, provide separate sets of envelopes for these categories.

Your Acorns should go out by 1 week before Thanksgiving T_{-1w} (it is common for members of hiring committees to bring a pile of applications home with them over the Thanksgiving break), and letters should follow as quickly as possible thereafter (but cannot be sent until you give mailing labels to the dept staff).

For further information on procedures for getting recommendation letters done, see `RecLettersStudents` and `RecLettersStaff`.

13. New this year is a database system called `EconJobMarket.org` created by John Rust and others. I encourage you to experiment with this system and give me feedback on how well it works. If we are satisfied with it, then in future years some of the steps above will be modified.
14. In early December, we will schedule mock interviews in which Hopkins faculty pretend to be interviewers at the AEA meetings and grill you as you will be grilled there.
15. Between early December and late December, employers who are potentially interested in you will contact you to schedule an interview at the AEA meetings. It is vital that during this period (even over the holidays) you are in touch with your email and phone messages. If you will be away, learn how to retrieve voicemail messages from your answering machine before you go! (Or list as your contact phone number a cellphone number that will work wherever you may go; note that you CANNOT expect employers to hunt you down - the phone number you provide to them should succeed in contacting you with 100 percent probability).
16. Prepare for the interviews; several students have prepared suggestions detailed steps, which I have posted in the “Resources” directory of my job market page. One further suggestion (made by Chris Metcalf '07) is to have an explicit plan for when your dissertation will be completed

and what it will consist of; many employers, in interviews, will ask this question, and you need to have an answer (approved by your advisor) ready at hand.

17. Beginning in late January, and extending to late March, employers who are still interested in you will call to schedule a job talk.
18. After any given job talk, an employer can wait anywhere from a day to two months before getting back in touch with you. But it is socially acceptable for you to call or email to ask for an update on your status.
19. If you don't have a job by late March, don't despair. In the end, experience shows that eventually everyone finds a job!
20. When your final job status is resolved (that is, when you accept a job offer), email me, your advisors, and the JMCC to make sure we have the info.

One activity that does not fit neatly into the chronological framework is the process of developing your list of places you want to apply to. You should start this process as soon as your advisor gives you preliminary approval to be on the market. Periodically check Job Openings for Economists (JOE) (available from the AEA) for job listings. You might also check listings from the Financial Management Association and the National Association of Business Economists. If you are interested in overseas jobs, look at the European JOE and the ads in the *Economist*. (If you discover job listings that may be of interest to your classmates, please let them know).

You will ultimately need to generate form letters to the employers you plan to apply to, and will need various kinds of information about them (like email addresses and phone numbers) as you work your way through the process. Over the years, we have developed a standardized Excel spreadsheet template that contains slots for all the information you will need to collect. You *MUST* use this Excel spreadsheet template when you send out your mailing (because you want to use the linked form letter generating software); therefore, to avoid confusing yourself by having multiple lists, you should start your process by downloading the spreadsheet `EmployersJHUMailing.xls` from the templates directory. Rename it to, e.g., `EmployersCarrollCD.xls`, erase the information that is in it (unless you want to apply to some of the example employers included in the template file – in which case, you still

need to verify that they are hiring this year and the contact information has remained the same).

When you have developed a list of places to which you wish to apply, make an appointment with your advisor(s) to discuss the list. (No later than early November, after the November JOE comes out). When you and your advisor(s) have agreed on the final list, you will provide mailing labels for these places to the department staff, and you will need to give copies of the list to the people who are writing reference letters. The letter writers will give their letters to the department staff, who will send out the letters. YOU send the Acorn; some employers also require a transcript, and it probably makes sense to include one in all your Acorns rather than trying to make some Acorns with and some without it. For academic employers, some will ask for evidence of teaching skills; here, there is no clear-cut standard for what they expect to receive, but student evaluations of your performance (including a few choice quotes from the student evaluation forms) are a good idea. Do NOT send more than a page or two of info on this subject - nobody will read more than this, so distill everything down to the essence.

Err on the side of too many applications rather than too few. But don't waste everyone's time by applying to places that you would turn down under all possible circumstances.

One more point: You should have a regular computer backup plan (ideally, an automatic backup every night; at a minimum, once a week) for all the computer files that are critical to your thesis research, job market paper, and application process. Without a backup, you are at risk of losing months worth of work or more, and in a worst case scenario it could mean you will have to withdraw from the job market. In 2003 one student's laptop crashed right in the middle of the job market. Fortunately the student had a week-old backup of the key files; but let that be a warning.

Electronic Job Market Resources

Overall	http://econ.jhu.edu/people/ccarroll/JobMarket
emailing list	mailto:JhuJobMarketPublic@googlegroups.com
Database	http://jhuEconPeople.dynalias.org
ASSA meeting	http://www.vanderbilt.edu/AEA/anmt.htm
JOE	http://www.aeaweb.org/joe
JOE Signal	http://www.aeaweb.org/joe/signal/
Rumors	http://www.econjobrumors.com/
Placements	http://econ.jhu.edu/recent_placements.html
Chicago Wiki	http://http://www.omar.ec/wiki/index.php?title=Job_market_wiki
JHUEcon	http://econ.jhu.edu/people/ccarroll/jobmarket/Help.html
Job Info	http://www.illinoisillnessmatch.com/
Rankings	http://econ.jhu.edu/people/ccarroll/JobMarket/Resources/Rankings.doc
Advice	http://econ.jhu.edu/people/ccarroll/JobMarket/Resources/

The Advice category is particularly noteworthy, as it contains (among other things) a variety of documents specifically written by either JHU students or JHU faculty with their personal advice about various aspects of the job market process. For example, the document `AdviceMoffittInterviews.doc` contains advice Robert Moffitt has provided about how to handle job market interviews.

Other than JOE, it would be good idea to look at <http://walras.org> as a complementary database (assuming it is still around; it was created in 2007 and may not survive into future years). Walras.org falsely claims that they check all possible sources for job openings; while they get most of the sources, you should not neglect other sources of information, for example in your home country or for consulting jobs at private firms. (As a registered user, you may be able to get a database from them in the form of an Excel file.)

<http://www.illinoisillnessmatch.com/> is a site for posting your resume and other information for employers to browse. Some students have landed interviews and even jobs through this, so it seems that it is a valuable supplement to the ASSA process.

The emailing list is for you to email each other with gossip, tips, useful urls that you discover, job listings that others might not have seen, etc. I will monitor the list but will not respond to most queries - it is mainly a resource for you to use.