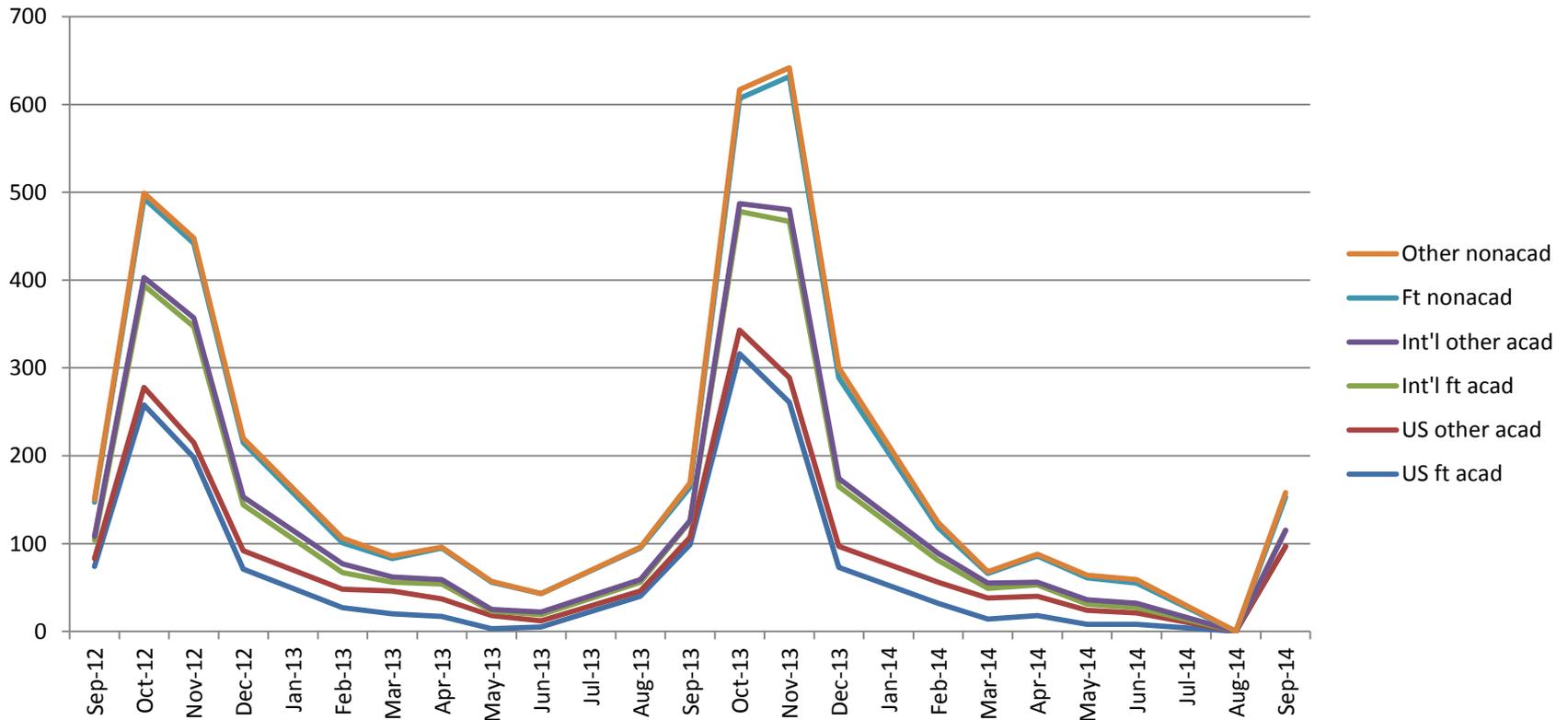


# Job Market Meeting

11 September 2015

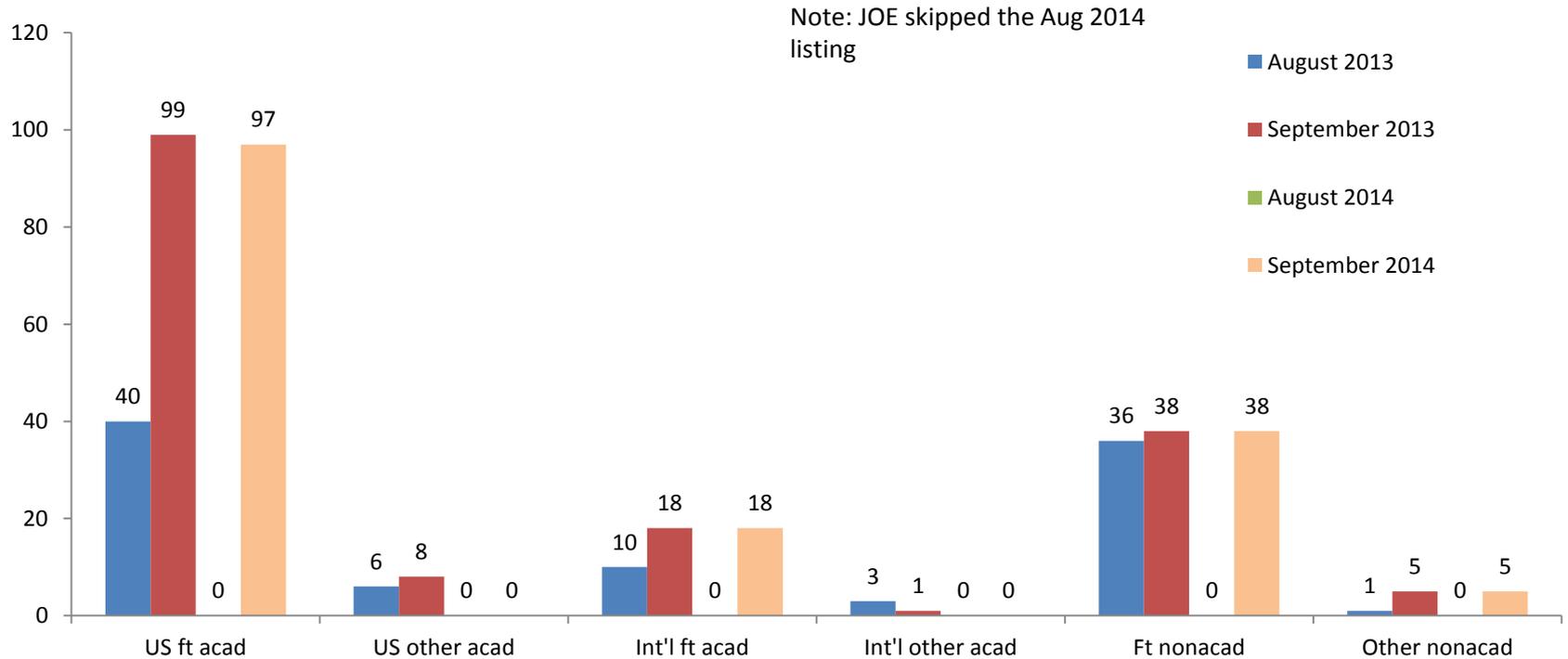
# Update about JOE Listings

## Job Count and Its Composition over Time



- How does the Fall 2014 job market look in Sept 2014?

# Update about JOE Listings



- As discussed later, JOE skipped the Aug 2014 listing because of a change in their operations. September months look nearly identical, year over year.

# Job Market Schedule

Time Frame	Event / Activity
May – August 2015	You prepare for entering the job market
September 2015	Dissertation proposal
Sept – Dec 2015	Jobs are announced You send out applications Profs send out recommendation letters
Early December 2015	Mock interviews at GC
3-5 January 2016	ASSA conference in San Francisco Job interviews
Late January – April 2016	Fly-outs & campus interviews
Late March 2016	“Scramble”

# Are you ready?

- Does your advisor agree with your labor market entry?
- Do you have your documents in order?
  - Job market paper
  - Curriculum Vitae
  - Statement of teaching philosophy
  - Statement of research plans
  - Teaching evaluations
  - Website
- Are other things ready?

# Are you ready?

- Job market paper
  - Completed
  - Approved
  - Proofread
  - Presented
  - Polished
- Curriculum Vitae
  - Completed
  - Approved
  - Proofread
- Statements of teaching philosophy and research plans
  - Completed
  - Approved
  - Proofread
- Teaching evaluations
  - Tabulated
- Website
  - Designed
  - Critiqued

No typos, grammatically flawless, stylistically inviting, aesthetically pleasing

# Are you ready?

- Curriculum Vitae
- Include:
  - Name and contact information
  - Education
  - Honors and Fellowships
  - Teaching/Research Experience
  - Publications
  - Presentations
  - Professional Memberships
  - References
- And perhaps also:
  - Professional Experience
  - Grants
  - Languages
  - Technical Skills
  - University Service
  - Research/Teaching Interests
  - Certifications/Professional Licensure
  - Additional Information

# Are you ready?

- **Curriculum Vitae**

- We have created a template.
- Make it communicate instantly.
- Be consistent in formatting.
- Be meticulous in formatting.
- Perfect grammar.
- Use one font (but use different point size for emphasis).
- NOT ONE TYPO!!

See also:

- <http://careerplan.common.gc.cuny.edu/job-search-basics-academe/writing-a-cv/>

# Are you ready?

- **Research Statement**

- This should be a brief summary of all of your completed work, and anything that is sufficiently “in progress” that you can make concrete statements about the results.
- You can list the papers individually, with brief summaries of each paper.
- If there is an overarching theme in your research, you can write a short opening paragraph to describe this.

See also:

- <http://careerplan.commons.gc.cuny.edu/the-research-statement/>

# Are you ready?

- **Statement of Teaching Philosophy**
- Some ideas that you could address in this statement
  - What do you believe about teaching? Why?
  - What do you believe about learning? Why?
  - What principles guide you in the classroom?
  - How do you deal with students who have difficulty? Or or clearly master the material easily?
  - How do you deal with diversity in the classroom?
  - What areas of your own teaching do you think you could improve? Why?
  - Be sincere!
- Length: about 1 to 2 pages, unless more is asked for.
- If at all possible, list the courses you have taught at the end of the statement
- See <http://www.chronicle.com/article/How-to-Write-a-Statement-of/45133>
- See also: <http://careerplan.common.gc.cuny.edu/the-teaching-statement/>

# Are you ready?

- **Teaching Evaluations**
- If the school asks for evidence of “teaching effectiveness” you can send
  - Syllabi (only of courses where you’ve been the primary teacher)
  - Summaries of numerical student evaluations
  - Condensed (i.e., transcribed) versions of student comments.
  - Class evaluations by faculty members
- Include only classes where you got good evaluations, on average, but for those classes, include **all** of the comments.

# Are you ready?

- GC-CUNY help with proofreading / feedback / letter writing
  - Jennifer Furlong
    - Office of Career Planning and Professional Development: Room 3300.31
    - <http://careerplan.commonsgc.cuny.edu>
    - Sample cover Letters:
    - <http://careerplan.commonsgc.cuny.edu/job-search-basics-academe/CoverLettersAcademic/>
  - Schedule an appointment
  - Walk-ins: Monday 12-2; Wednesday 4-6

# Are you ready?

- Are other things ready?
  - Line up your letter writers
    - Advisor
    - Other members of your committee
    - Other faculty you have worked with
    - Teaching references ?
  - Defend thesis proposal if you have not already done so
  - Schedule in the “student” seminar
- Continue polishing the job market paper and your other papers!

# And what you will also need...

- **A Cover Letter**
  - Your cover letter is your chance to present your self. These letters matter a great deal!
  - No one letter is suitable for all applications
  - Thus you need job-specific letters
  - This is often the first item that recruiting committees see.
  - (Or else, the CV is the first item.)

# Cover Letters

- First paragraph:
  - State position for which you are applying.
  - State that you are a Ph.D. candidate in economics at the CUNY Graduate Center
- Second Paragraph:
  - Discuss your research. About 4 sentences about your job market paper. About 4 sentences about other research. If you have publications or forthcoming papers, be sure to mention these. Be confident about the importance of your work without bragging.
- Third Paragraph:
  - Discuss your teaching. Discuss which classes you have taught (try to avoid merely listing these). What fields would you most like to teach? Is there anything that the search committee should know about your teaching? Emphasize your strengths here – that you've been more than just a T.A.
- Fourth Paragraph:
  - Mention if you have any particular interests in the job. For example, **concrete** reasons why the job is in a desirable location for you. Or if you are an alum. Don't mention if you are part of a joint (non-)academic search.
- Closing Paragraph:
  - State that you will be available at the ASSA meetings and would be happy to discuss your interest in the position further.

# Cover Letters

- Draft it.
- Let it sit for a few days.
- Think about it while in the subway, in the shower, at dinner, while watching a movie, etc.:
  - Are you presenting yourself well?
- Proofread, proofread, proofread!!!
  - There should not be one typo, misspelled word, or other mistakes in your cover letter.
  - Have someone else read it.
  - You might ask your advisor to take a quick look.

# Cover Letters

## Articles:

- Kelsey, Karen. “[Why Your Job Cover Letter Sucks \(and what you can do to fix it\)](#).” *The Professor is In*
- Reis, Richard M. “[The Basics of Cover Letters.](#)” *Chronicle of Higher Education*
- Vick, Julie and **Jennifer S. Furlong**. “[Writing a Good Letter.](#)” *Chronicle of Higher Education*

See more at: [http://careerplan.commons.gc.cuny.edu/job-search-basics-academe/CoverLettersAcademic /#sthash.yfnKP0pK.dpuf](http://careerplan.commons.gc.cuny.edu/job-search-basics-academe/CoverLettersAcademic/#sthash.yfnKP0pK.dpuf)

# The new JOE website

- During the summer of 2014, JOE changed the design and purpose of its website.
- <https://www.aeaweb.org/joe/>
- It now aims to serve all participants in the job matching process
  - Employers
  - Job seekers
  - Letter writers

# The new JOE website

- For employers:
  - Post and Manage Job Openings
  - Search and Save Candidate Profiles 
  - Save Search Criteria
  - Manage Applications and Materials
  - Collect Reference Letters
  - Download Applicant Data to File
  - Share Candidate Data with Search Committees

# The new JOE website

- For job seekers:
  - Search and Save Available Positions
  - Create a Custom Profile 
  - Manage Your CV and Applications 
  - Get the Attention of Key Hiring Committees 
  - Apply for Multiple Jobs from One Site
  - Request Reference Letters 
  - Monitor Reference Letter Fulfillment 

# The new JOE website

- For reference letter writers:
  - Manage Letter Requests
  - Upload Custom or Default Letters
  - Track Task Completion Status
  - Assign Surrogate Access
  - Minimize Time Investment

# The new JOE website

- Similar websites that aim to serve one or more of these purposes:
  - [www.econjobmarket.org](http://www.econjobmarket.org)
  - [apply.interfolio.com](http://apply.interfolio.com)

# Selecting jobs to apply for

- Consider fields
  - Those you selected for your Second Examination
  - Those you have additional coursework in
  - “General Economics”
  - Any undergrad subjects?
    - Principles micro and macro
    - Intermediate micro and macro
    - Statistics
    - Econometrics
    - History

## **JEL Code and Field Description**

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A: General, teaching

B: History of economic thought

C: Mathematical and quantitative methods

D: Microeconomics

E: Macro and monetary economics

F: International economics

G: Financial economics

H: Public economics

I: Health, education and welfare

J: Labor and demographic economics

K: Law and economics

L: Industrial organization

M: Business admin, business eco, marketing, accounting

N: Economic history

O: Economic development

P: Economics systems

Q: Agric and natural resource economics

R: Regional, real estate, transportation economics

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# Selecting jobs to apply for

- Consider fields
- Consider location
  - Region
  - Degree of urbanization
  - International? Which countries?
- Consider spousal preferences/opportunities
  - Professional
  - Residential

# Selecting jobs to apply for

- Consider fields
- Consider location
- Consider spousal preferences/opportunities
- Consider the type of employer
  - Academic
  - Private Sector
  - Government
  - International
- Consider the level of the employer
  - Harvard U? Stanford U? Google? Bloomberg? World Bank?
  - U of Kentucky? U of Connecticut? Fordham U?
  - Hunter College? Baruch College? John Jay College?
  - Borough of Manhattan Junior College? Bronx Community College?

# Selecting jobs to apply for

- Consider fields
- Consider location
- Consider spousal preferences/opportunities
- Consider the type of employer
- Consider the level of the employer

Thought 1: Don't sell yourself short

Thought 2: Don't put all your eggs in one basket

Thought 3: Every added restriction reduces your job prospects

Thought 4: Don't expect the job to come to you

# Selecting jobs to apply for

Where to find them:

- Job Openings for Economists
- Chronicle of Higher Education
- [www.econjobmarket.com](http://www.econjobmarket.com)
- [inomics.com](http://inomics.com)
- [econ-jobs.com](http://econ-jobs.com)

# Selecting jobs to apply for

- Organize the jobs you apply for in an Excel spreadsheet
  - Template has been provided
  - It helps your own organization
- Provide your references with this spreadsheet to assist in their administration of the reference letters
- As you add to your applications list, submit the updated spreadsheet to your references
  - Over time, your applications list will grow.
  - Don't wait with submitting the list to your references until you collect all your applications . This would unnecessarily delay the letters of recommendation to your earliest applications.
  - Submit your updated spreadsheets every two weeks or so.

# ASSA Meetings: Hotel reservation

- Hotels with ASSA conference rates

Hotels
1. Sheraton Boston (Headquarter Hotel)
2. Boston Marriott Cambridge
3. Boston Marriott Copley Place
4. Boston Omni Parker House
5. Boston Park Plaza
6. Colonnade Hotel
7. Courtyard Boston Downtown
8. DoubleTree Boston Downtown
9. DoubleTree Suites Boston / Cambridge
10. Elliot Hotel
11. Fairmont Copley Plaza
12. Four Seasons Boston
13. Hilton Boston Back Bay
14. Hilton Boston Downtown / Faneuil Hall
15. Hyatt Regency Boston
16. Hyatt Regency Cambridge
17. Langham, Boston
18. Le Meridien Cambridge-MIT
19. Loews Boston
20. MidTown Hotel
21. Revere Hotel Boston Common
22. Ritz Carlton Boston Common
23. Royal Sonesta Cambridge
24. Taj Boston
25. Westin Copley Place



Scale: the bridge is roughly 1500ft = 0.3 mile

# ASSA Meetings: Hotel reservation

- Rates
  - \$115 for single
  - \$115 - \$185 for double
  - \$175 - \$225 for quad
  - \$\$\$ for suites
- Registration procedure
  - Register for ASSA conference (\$25 for students)
  - Receive a conference registration id
  - Use conference registration id to register for hotel
  - Hotels will soon sell out. The best may be gone already.

# One more thought...

- Take responsibility of your job search.
  - The world isn't looking for you. You need to look for the right opportunity ... for any opportunity.
  - It is your future. → You search & You decide.
  - Don't expect anybody to put a job into your hand.
  - Job search is as demanding as teaching a new course (or two). But the only one who can do this work for you is the person in the mirror.
  - Others can help you, but *only help* you.
- Scary? We've all gone through it.

# Job Market Schedule

Time Frame	Event / Activity
May 2015	1 <sup>st</sup> Job market meeting
September 2015	2 <sup>nd</sup> Job market meeting
Sept – Dec 2015	Jobs are announced You send out applications Profes send out recommendation letters
November 2015	3 <sup>rd</sup> Job market meeting
Early December 2015	Mock interviews at GC