

GOING ON THE JOB MARKET: A PREVIEW

Materials you need to go on the market

1. Substantial writing sample of at least 20 pages. CW's may choose to use mainly published work, but you should have some samples of new work prepared to send as well. Lit & LLR's should revise and polish a strong, finished chapter from the dissertation, and should have at least one other chapter complete by the time applications go out (keep in mind that you will need to be prepared to give a job talk, and that this will have to be different from your writing sample).
2. Letter of application to chair/search committee.
3. Updated curriculum vitae (aka c.v., vita).
4. For Lit and LLR PhD's, a dissertation abstract (aka précis), which consists of a paragraph or two introducing the main argument of the dissertation, followed by paragraph summaries of each chapter.
5. Updated dossier (3-5 current letters of recommendation, including a letter focused mainly on your teaching by someone who has seen you teach, preferably by someone other than your dissertation director).

Other materials sometimes requested, useful to have ready to send:

1. Additional dissertation chapters, writing samples
2. Copies, offprints or page proofs of published work
3. Statement of teaching/pedagogical philosophy
4. Sample syllabi
5. Copies of course evaluations
6. Copies of teaching reports

Approximate Timeline

Spring/early summer:

1. Prepare your writing sample. This is the single most important document in your job materials.
2. Consult sample job materials (on file in the placement office) and begin preparing your own.
 - Boilerplate job letter that can be tailored to jobs with different emphases (if you are applying in more than one field of specialization, you will want a boilerplate letter for each field)
 - Updated c.v.
 - For Lit and LLR, a boilerplate dissertation précis that can be adapted for jobs with different disciplinary emphases
3. Submit writing sample to dissertation director & committee members for feedback (the earlier in the summer the better)
4. Make revisions and resubmit to your director (and any other appropriate committee members). Continue revising until your director thinks your sample is market ready.

August/early September:

1. Begin requesting letters of recommendation (4-6) if you haven't already; remind recommenders you have asked. If you have been on the market before, begin requesting updated letters from your recommenders. When you make your request for updates, send your most current cv and any relevant materials that may help your recommenders speak knowledgeably about new developments in your scholarship or credentials.
2. Be sure you have requested one letter from someone who will mainly address your teaching. This person should have observed you in the classroom at least once. This letter will not be the same as the teaching reports you have on file in the graduate office, but you may request a letter from someone who has written such a report in the past (and who therefore may have substantial knowledge of your teaching).

3. Also consider soliciting letters from well-known outside writers or scholars who are familiar your work.
4. Set up an account with Interfolio, our online dossier manager. The placement director will provide you with instructions and a code that will pay the maintenance fee for your account (you will pay the postage for your dossier mailings).
5. During the final weeks of August, submit boilerplate job letter, CV, and precis to your dissertation director and, ideally, other committee members who can give you feedback no later than second week of classes.
6. Revise materials based on feedback from committee.
7. Submit revised materials to graduate director and placement director by September 20.
8. Meet with placement director individually and with director & committee, and continue revising until the materials are market-ready.
9. Attend the fall placement meeting (usually takes place sometime around the 2nd or 3rd week of classes)
10. Schedule a lecture or reading in the Department Colloquium for any open Friday before the last day of classes.
11. Materials should be market-ready by October 15. Copies of final letter, CV & précis (if applicable) should be given to both the graduate director and the placement director.

Mid-September to Early October:

1. MLA job list comes out – keep a running list of jobs to which you will be applying. See attached sheet for other job advertisement venues – some of these will also have jobs with fall deadlines.
2. Tailor job letter & precis to specific jobs.
3. Proof all materials carefully before sending them out. Make certain your job letter, cv and (if applicable) précis meet the deadline advertised for the job.
4. Keep careful records of what you send where.

5. Job talks begin on Fridays as part of the Department Colloquium – you should attend as many of these as you can – including those not in your field.

Late October/November:

1. Requests begin arriving for additional materials (dossiers, writing samples, teaching materials, etc.) – fill requests promptly, and keep records of what you send where. Notify your dissertation director and the placement director of all requests.
2. Attend the November placement meeting (usually scheduled just before Thanksgiving Break) to discuss what to expect in job interviews.
3. As you prepare for interviews, develop several concise, interesting statements that you can deliver at will about your current writing projects (CW) or about the argument of your dissertation (Lit or LLR), as well as of other research/writing interests you have or hope to pursue.
4. Participate in mock interviews with classmates in preparation for a mock interview with faculty.
5. Schedule a mock interview with faculty to take place during the last week of classes or finals week (even if you had a mock interview last year).

Late November/early to mid-December:

1. Invitations (usually via phone or email) for MLA interviews begin– keep a schedule handy at all times to avoid conflicts.
2. Last chance for mock interview with faculty before MLA.
3. Notify your dissertation director, the placement director, and the director of graduate studies of all interview requests.