

## Years 1-2 (Coursework)

### Invest in Yourself

- Expand skills and experience through:
  - Teaching Assistant/Associate opportunities
  - Campus clubs and organizations
  - Departmental or campus committees
  - Workshops and courses outside your department
    - Volunteer work, internships, part-time or summer employment
  - Write CV and/or resume and update quarterly
  - Produce timeline for completion of degree and update annually
  - Reflect on and evaluate your experiences twice a year

### Expanding your Awareness of Career Options

- Attend career panels with employed faculty and professionals to explore academic and non-academic career options and requirements for success

### Build Your Network

- Attend networking workshop at Career Center
- Meet and network with graduate students and faculty in your department and around campus
- Attend talks and presentations in your department and around campus and network with attendees and presenter
- Keep in touch with previous contacts from undergraduate institution and/or past jobs
- Find mentors (at UCI and elsewhere) besides your faculty advisor

### Start Job Search Process

- Join relevant professional organizations and/or academic societies
- Attend conferences, research relevant presenters in advance and network with attendees and presenters
- Submit papers, panels, proposals and poster sessions for conferences etc.
- Identify important journals in your field with eye toward getting published
- Review job ads to see what the job market is like in your area, what specialties are in demand?

## Years 2-4 (Dissertation & Research Work)

### Invest in Yourself

- Continue relevant suggestions from years 1-2 **(in bold)**
- Make tentative career decisions, set goals and create an action plan
- Get your CV/resume critiqued at the Career Center and by faculty in your department
- Perform service or take on a leadership role relevant to your interests
- Seek opportunities to be a mentor to undergraduate or graduate students
- If interested in an academic career, consider applying to be a Pedagogical Fellow (Teaching, Learning & Technology Center) or for the California Community College Internship Program (Office of Graduate Studies)

### Expanding your Awareness of Career Options

- Continue relevant suggestions from years 1-2 **(in bold)**
- Conduct informational interviews with employed faculty and professionals
- Explore career options (and gain experience and network contacts) through volunteer work, internships, part-time or summer employment

### Build Your Network

- Continue relevant suggestions from years 1-2 **(in bold)**
- Join appropriate division units within discipline area association i.e. APA, Biological Physics division, IEEE, Aerospace & Electrical Systems Society
- Volunteer to be a paper reader, chair/facilitator or discussant for conferences.
- Meet and network with professionals outside academia
- Identify additional mentors as needed for career goals
- Keep in touch with relevant network contacts developed earlier

### Continue Job Search Process

- Continue relevant suggestions from years 1-2 **(in bold)**
- Start identifying the types of Universities you are interested in.
- Examine job descriptions for qualifications and make necessary adjustments to your career plan
- Beginning year 3, submit articles for publication with goal of having at least 1 article in press or in print when you're on the market.

## Years 4+ (Final Dissertation & Research Work)

### Invest in Yourself

- Continue relevant suggestions from years 1-2 **(in bold)** and years 2-4 **(in bold)**
- Decide what career option(s) you will pursue during your job search and develop an action plan
- Utilize career development resources offered at professional organization and/or scholarly society conferences or on their websites
- Choose volunteer work, internships, part-time or summer employment to gain experiences relevant to your career goal
- If interested in an academic career, seek the opportunity to participate in job search committees for your department and/or attend job talks of faculty job candidates
- Attend workshops on the job search process

### Expanding your Awareness of Career Options

- Continue relevant suggestions from years 1-2 **(in bold)** and years 2-4 **(in bold)**

### Build Your Network

- Continue relevant suggestions from years 1-2 **(in bold)** and years 2-4 **(in bold)**
- If interested in non-academic jobs, attend campus Career Fairs and employer information sessions and network with recruiters

### Continue Job Search Process

- Continue relevant suggestions from years 1-2 **(in bold)** and years 2-4 **(in bold)**
- Start exploring specific positions of interest and post docs.
- Write your dissertation with the goal of publishing.
- Draft application materials for the job search: cover letter and if applicable, statement of teaching philosophy, statement of research interest, etc. and get them critiqued at the Career Center, by faculty in your department, and by mentors and network contacts as appropriate
- Learn about academic and non-academic interviewing
- Prepare the basics of your academic job talk (if applicable)
- Decide how you will obtain/send letters of recommendation (if applicable)
- Meet with those you plan to use as references/recommendation letter writers: update them on your plans and share an updated resume/CV
- If interested in academic positions, get copies of all of your teaching evaluations
- If interested in non-academic positions, sign up for On Campus Interviewing (OCI) through the Career Center

## Final Year

### Invest in Yourself

- Review and finalize timeline for completion of degree and update regularly
- Review your job search goals, revise if needed and update your action plan as needed

### Build and Work Your Network

- Continue relevant suggestions from years 1-2 **(in bold)** and years 2-4 **(in bold)**
- Let network contacts know you are actively looking for a job and your availability

### Continue Job Search Process

- Prepare parts of your dissertation for publication in major journals.
- Update application materials (CV/resume, cover letter draft, etc.) as needed
- Keep references/recommendation letter writers informed of your progress
- For academic positions, obtain letters of recommendation
- Search for and apply to job openings or post-doc openings
- Research each organization you are applying to and be sure to tailor your application materials to each position and organization
- For non-academic jobs, participate in campus Career Fairs, research employers in advance and bring a copy of your resume
- Pursue interviews at conferences in final year (if applicable)
- Practice your interviewing skills
- Schedule a practice interview with the Career Center
- For academic jobs, revise and practice job talk/research presentation (preferably with mock audiences who give feedback) at least three times
- Learn about negotiating before any possible interviews
- If you are an International Student wanting to work in the United States, apply for your OPT far enough in advance that you have your OPT card by your graduation date