

Before You Apply

- Meet people at conferences
 - They are the ones who will make the decision
 - Word-of-mouth works wonders
 - Make sure people know you will be on the job market soon
 - Focus your efforts
- Think about your career goals
 - Why do you want a faculty (tenure-track) job?
 - What is the best path to that goal?
 - Would you do a post-doc?
 - Would you take an industry position?
- Keep people up to date on your research
- Decide where you would like to apply

The Application

- CV
 - Arguably the most important aspect of your application
 - Put important stuff (honors, awards, etc.) up front
 - Make it *pretty*
 - Remove *all* typos
 - No sentences
- Letters of Recommendation
 - Arguably the most important aspect of your application
 - Nothing is worse than a missing/poor letter: choose writers appropriately
 - Ideally, at least one from outside your university (cf., section 1)
 - Don't be shy reminding your letter writers why you are so great
- Cover letter
 - Tailor (or semi-tailor) to each university
 - READ the call for applications
 - Make it brief, but compelling (remember high school English class)
- Research statement
 - Excite the reader
 - Don't bore with details, but make sure you sound smart
- Teaching statement
 - Try to tie into your research statement
 - Keep it short
- Show every part to *everyone* who is willing to read it
- Get every part there on time (early if at all possible)

After You Apply

- Have your adviser call (or at least) email people at your top choices
- Follow up with close friends at universities that are hiring
- Your friends are still your friends

The Rejections

- Lots of initial rejections – ignore them
- Not hearing is not the same as being rejected (until July)

The Interviews

- The talk
 - Practice, practice, practice
 - Don't go over time. Ever.
 - Be understandable, but also look smart
 - It's okay to not know something
 - Bring backups of your slides
- Meetings
 - Do your homework: learn a little about faculty (and chair)
 - Insist on meeting with students in your area
 - You will not get along with everyone
 - Your research is not relevant to everyone
 - If you need breaks, go to the bathroom a lot
- Meals
 - Don't order messy food (pretend it's a first date)
 - Pack snacks – you may not get to eat much otherwise
- Travel
 - Pack light, never check luggage
 - Don't forget toiletries, but remember that hotels have them too
 - Bring an alarm clock and don't forget to change the timezone
 - Don't schedule interviews many back-to-back: they are exhausting

Waiting for Offers

- Have your adviser call/email people
- Don't get discouraged if it takes a while
- Don't be bashful about delaying an offer you have in hand
- Cross your fingers

Making a Decision

- As soon an employer is not in consideration, tell them
 - Unless you can use their offer to negotiate
- Talk to students/post-docs who have graduated from each place
- Talk to ex-faculty
- Talk to everyone you know (they are *all* biased)
- Does each place meet the criteria you set for why you want a faculty job?
- Negotiate, negotiate, negotiate
- Accept one and immediately reject the rest
 - But be nice about it