Before You Apply

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

The Application

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