

# Academic Job Search Timeline

Looking for an academic position can be a challenging and time consuming task but there are things you can do to increase your chances of success. By starting early with the process listed below, you are more likely to land a suitable position by or shortly after graduation.

## EARLY PLANNING PHASE

(Ideally begins 1.5 - 2 years before target start date)

- Establish your academic career plan and job search target
  - Unclear about your career plans/options? Refer to Career Planning resources.
- Communicate your plans to your advisors, professors and supervisor, and seek guidance
- Seek out opportunities to gain relevant experience and skills to enhance your candidacy
- Make new connections in your field through active participation in events and forums
- Get involved with campus committees (e.g. hiring committees)
- Identify relevant post-doctoral opportunities
- Consider completing your degree early to accommodate hiring cycles (December or May)
- Attend/present at conferences (as international, relevant or high-profile as possible)
- Clarify potential types of institutions, programs and departments (including cross-disciplinary)
- Begin building your academic reputation (publications, reviews, networking cards, CV, website, blog)

## STRATEGIC POSITIONING PHASE

(Ideally begins 1 - 1.5 years before target start date)

- Conduct in-depth research on potential employers
  - Identify the names of relevant faculty and their plans
  - Understand key areas of research and future directions
  - Investigate their funding (current/potential) sources
- Begin seriously contacting departments and relevant faculty
  - Request 'information' meetings to gather information
- Ask advisors and other professors for specific contact names
- Request letters of recommendation from your referees
- Continue building your academic reputation and portfolio (e.g. CV, Teaching Dossier, ePortfolio etc.)
- Present at major conferences in your field
- Seek out and meet other researchers in your field and communicate your interests/intentions
- Investigate potential funding sources for your future research (to include in your applications)

## TARGETED SEARCH PHASE

(Ideally begins 1 year before target start date)

- Submit Applications to appropriate academic postings
- Attend and present as frequently as possible at relevant events and conferences (Note: some institutions plan initial screening interviews for these conferences)
- Request informational meetings with faculty at other institutions to research and assess possible or future 'fit'
- Follow up with all contacts and on all applications
- Prepare for interviews
- Pursue a concurrent non-academic employment strategy to supplement your academic search efforts