

Job Market Information



Letters of Recommendation Process:

CANDIDATE ACTION ITEMS	DEPARTMENT ACTION ITEMS
<p>Email econ-phdjobs@illinois.edu with the following information:</p> <ol style="list-style-type: none">1. Your Gmail address.2. Your full name as you want me to use it when sending letters.3. Letter writers' names and email addresses.4. Do plan to apply to academic and/or non-academic positions?5. If you know you will have special circumstances (standard process is 3 letter writers writing 1 letter each), please provide any details you can. <p>We understand this process evolves as you go and we remain flexible throughout the job market season.</p>	<p>The department will share a Google Drive spreadsheet from UIUCEconJobs@gmail.com. (You will never use our Gmail address for any other reason than sharing this document. Neither will we. We do not check this email account.)</p> <p><i>Google Drive Spreadsheet, Tab 1:</i> The "Applications" tab is prepopulated with 7 columns. You are welcome to edit this spreadsheet to suit your needs as the first five columns remain. These columns help us keep track of your letters of recommendation together. Please note the "Letters Sent" column starts out as bright green to draw my attention straight to the things that need completed every time I log in. Color is removed when that line is finished. I also filter like crazy so keeping a consistent format in the "Method" column is important.</p>
<p>Notify your letter writers that they may send their CONFIDENTIAL letters of recommendation in pdf or word format to Tera Martin-Roy (tnmartin@illinois.edu) who will keep them secure. Your writers may choose to send letters on their own and this is fine.</p> <p>When you apply to positions, use the departmental email address, econ-phdjobs@illinois.edu, in place of any letter writer's email address who chooses to use our departmental service. This way, the department receives the request for the letter and not the writer. Institutions are used to this. Many universities have centralized process.</p>	<p><i>Google Drive Spreadsheet, Tab 2:</i> The "Other Communications" tab helps us both track less frequent things such as when the department receives your letters at the beginning of the process. The Updates section of this tab helps us both see my status on your letters once each time I work on your sheet.</p> <p>Some websites such as AEAWeb, EJM, and Interfolio require writers to set a proxy or surrogate if they use a central person like we do. I will communicate with the letter writers if I am not already set up. I have concise directions ready-made.</p>

There will be special circumstances for some job market candidates. We will adjust as needed. We are here to *support you* through this stressful process, not to add stress. If you see an opportunity to improve the process, please speak up. We are open to ideas that improve efficiency!

Sample Google Drive Sheet: <https://go.economics.illinois.edu/SampleJobMarketLetterTracker>

Job Market Candidates Econ Web Page:

1. From <http://www.economics.illinois.edu/>
2. Go to 'People' (menu will drop down)
3. Click on 'PhD Job Market Candidates' (*2021-22 Candidates Coming Soon!*)

For prospective employer convenience, we will add a "PhD Job Market Candidates" quick link to the Econ home page as soon as possible (shortly after the 10/19/2021).

On or before Monday, October 18th, send your job market packet to your advisor and letter writers to review before we post them on the Econ website.

By 8:30am, Wednesday, October 27th, please send the following to Olivia Callow ocallow@illinois.edu:

- Subject: Job Market Candidate Website
- Your name as you want it to appear on the site (consider matching your CV)
- Field(s) of Concentration
- List of Letter Writers, their email addresses, identify your Committee Chair and list them in the order they should appear on the website (typically chair first)
- Headshot (png, jpg, or jpeg format – 10MB size limit)
 - You may email Olivia (ocallow@illinois.edu) to schedule a time for a fresh photo if you wish.
- After your advisor reviews these documents, please send a link to your:
 - CV
 - Job Market Paper
 - Abstract
 - Professional Webpage (optional but strongly encouraged)
- Another optional piece: a short elevator speech/introduction video (or a link to your video)

Please contact Olivia (ocallow@illinois.edu) for edits or additions to your profile on the Job Market Candidates page.

Professional Websites:

There are many platforms to create a professional website. Websites are great as you may post additional papers, presentations, research, research statement, teaching statement, evaluations, and other key information for your job search, which you would like to present to employers.

Some free platforms for your website (there may be some paid features, but most are open, have numerous templates, and have enough features):

- Google Sites
- Wix
- WordPress
- Weebly

Examples from Faculty's Websites:

- <https://sites.google.com/site/markborgschulte/>
- <https://sites.google.com/site/mariekekleemans/>
- <http://www.adam-osman.com/>
- <https://www.alexbartik.com/>
- <https://www.rebeccathornton.net/>