

CALENDAR INTERNATIONAL JOB MARKET – DEPARTMENT OF ECONOMICS AND BUSINESS ECONOMICS

MARCH-APRIL

- Job market information meeting at the department

MAY

- If you are in Finance and plan to go on the job market at the FMA meeting in October, have a discussion with your advisor and start planning

JULY/AUGUST

- Have a discussion with your advisor regarding your preferences, possibilities, and strategies.
- If you are a 2nd/3rd year student who plans to go on the job market next year and who wants to visit the ASSA meetings and sit in some of the AU interviews, talk to your supervisor

SEPTEMBER

- Have presentable version of your job market paper ready for circulation and solicit comments from your peers, supervisors, and other researchers.
- Notify the placement coordinator gsgudmundsson@econ.au.dk that you are on the job market.
- Prepare a professional looking web site to be linked to the Department's homepage. At the very least, this should include your CV, your job market paper, and JEL field. Send a link to your webpage to Birgitte Højklint, bhoejklint@econ.au.dk.
- Contact possible reference letter writers (3-4). One of them is your supervisor, the others can be other members of the department you have worked with, or preferably, faculty members from other universities you have been in contact with, for example during your stay abroad.

- Schedule a presentation of your job market paper in mid-October to mid-November. Contact either the coordinators of the field-specific brown-bag/lunch seminars, or the coordinator of the econ seminars.
- If you want to attend the EEA meetings, the ASSA meetings (Econ and Finance) in January or the Accounting PhD Rookie Recruiting and Research Camp (Accounting) in December, **make reservations for hotels as soon as the links become available.**
- For the EEA meetings, you have to become an EEA member. Registration as a job market candidate becomes available around mid-September.
- Read this job market guide:
 - o "A Guide (and Advice) For Economists on the U.S. Junior Academic Job Market" by John Cawley (<https://www.aeaweb.org/content/file?id=869>)
- Read some other guides, for example,
 - o "Writing Tips for Ph. D. Students" by John H. Cochrane
 - o "The Ten Most Important Rules of Writing Your Job Market Paper" by Claudia Goldin and Lawrence Katz
 - o "Tips on How to Avoid Disaster in Presentations" by Monika Piazzesi
 - o William Thomson: A Guide for the Young Economist
 - o "Economics Job Market Advice" by students of the University of Chicago
 - o Peter Feibelman: A Ph.D. is Not Enough
 - o Emily Toth: Ms. Mentor's Impeccable Advice for Women in Academia
 - o For Accounting and Finance:
 - Ethan Rouen: The Accounting Rookie Job Market: A Practitioner's Guide https://www.hbs.edu/faculty/Publication%20Files/18-008_98e233a3-01c9-407a-b2c4-2767bef4b57c.pdf
 - Butler, A.W., Crack, T.F., 2012. The Academic Job Market in Finance: An Updated Rookie's Guide https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2109794

OCTOBER

- FMA meetings (Finance)
- Search job listings.
- Get 3 recommendation letters ready. Inform your letter writers as concisely as possible with specific information on deadlines and how to submit their letters. Give them sufficient notice. Read your email thoroughly before you send it and ask yourself if it is absolutely clear to an absent mind when and where to send the letter. If you haven't heard or gotten confirmation that the letter was received a week prior to the deadline, remind them. Avoid cluttering them and avoid writing long emails.
- Get your package ready. The package should include:
 - o Cover letter
 - o CV (include contacts of your letter writers),

- o Job Market Paper,
- o Reference letters are sent by writers directly or through automated systems
- o Research and teaching statements are standard elements in the natural sciences, and some economics departments may require them as well. Some more teaching-oriented places may ask for a teaching portfolio. Have an idea what these are and a plan how to produce them if need be.
- Put your package together and send it to the job market coordinator gsgudmundsson@econ.au.dk.
- Send your applications. Be mindful of application deadlines. Use an excel sheet to track your applications.

NOVEMBER

- Coordinate mock interviews with your supervisor.
- Presentation workshop.
- Be mindful of application deadlines, which can vary widely. For the US market, a rule of thumb is that by Thanksgiving, all packages should be received by universities.
- Now or in December, present your job market paper in a seminar at AU.
- Prepare a 1-minute, 3-minute, and 5-minute job market paper summary. Be prepared for plenty of interruptions and comments from both specialists and generalists alike.

DECEMBER

- EEA meetings/interviews
- Accounting PhD Rookie Recruiting and Research Camp (Accounting)
- For the US market, the period from early December until Christmas, and sometimes until New Year, is the time when universities contact you to schedule interviews at the ASSA meetings. It is very important to give your contact information to the schools including personal phone numbers in case they are trying to reach you when you are not in your office.

JANUARY-APRIL

- ASSA meetings/interviews
- Fly-outs
- Attend presentations of job market candidates at AU, also in fields other than your own.

If you need help with anything, contact job market coordinator: gsgudmundsson@econ.au.dk