

PhD Career Development Timeline

*Please consult your department regarding academic requirements and career resources specific to your discipline.

	Years 1-2: Classes	Years 2-3: Qualifying Exams	Years 3-5: Proposal/Research	Years 5+: Dissertation Writing/Defense
Career & Industry Assessment	<ul style="list-style-type: none"> Begin to reflect upon your skills, interests, values, and goals. Begin the process of choosing a sponsor, if you haven't done so. Be on the lookout for professors whose interests match yours, and whom you feel would be a good fit. 	<ul style="list-style-type: none"> Speak with a career counselor to determine goals and assess your personality, skills, and interests. If considering a non-academic career, identify transferable skills and think about relevant industries/fields. 	<ul style="list-style-type: none"> Become comfortable articulating your research to a more general audience. Develop a career timeline based on research about hiring cycles. 	<ul style="list-style-type: none"> Become knowledgeable of hiring cycles with respect to your defense date. Develop a contingency plan should you not receive a tenure-track offer; Consider applying for visiting assistant professorships, postdoctoral and research fellowships, adjunct instructorships, or non-academic positions.
Academic Community	<ul style="list-style-type: none"> Familiarize yourself with GSAS policies and academic benchmarks by consulting the GSAS website. Write a master's thesis, and consider developing it into later journal articles. 	<ul style="list-style-type: none"> Attend dissertation defenses and job talks in your department. Write at least one review article with your PI (science students). 	<ul style="list-style-type: none"> Begin to prepare an article for publication. 	<ul style="list-style-type: none"> Solicit feedback on publication drafts; if necessary, revise and resubmit to journals. Join a dissertation reading/writing group. Speak with departmental contacts about entering the job market.
Experience & Skill Development	<ul style="list-style-type: none"> Create/update online profiles through services like LinkedIn or Academia.edu For students considering non-academic careers, convert your CV into a resume; update regularly. 	<ul style="list-style-type: none"> Pursue mentorship opportunities with undergrads or high school students. Apply to present at conferences; when appropriate, apply for funding from the GSAS Conference Matching Travel Fund. Take on a leadership role in a graduate student organization or committee. 	<ul style="list-style-type: none"> Volunteer to peer-review journal submissions Organize panels for a conference. Apply for grants and fellowships. Expand your technical expertise by taking courses on campus or online (science students). 	<ul style="list-style-type: none"> Be the sole instructor of a course through the Teaching Scholars Program. Apply to be a Lead Teaching Fellow or Teaching Observation Fellow through the Center for Teaching and Learning Offer to coordinate a journal club or a seminar series. Look for opportunities to serve on a faculty search committee. Seek out other leadership opportunities in your department.
Expand Network	<ul style="list-style-type: none"> Connect with students and faculty within your department. Join student organizations and committees. Attend activities, seminars, and meetings within and outside of your department. Explore other areas and take classes outside of your department. Attend national conferences annually and keep an eye out for local conferences. 	<ul style="list-style-type: none"> Join professional associations within specific areas of research and get to know their websites. Join departmental organizations and committees. Continue to build relationships in your department and at other institutions for future grant and job recommendations. Draft and solicit feedback on research statements for later use in grant and job applications. 	<ul style="list-style-type: none"> Gain more experience through volunteering and interning in organizations within your field. Utilize Community Impact or NY Cares. Consider applying for a GSAS Fellowship in Academic Administration 	<ul style="list-style-type: none"> Attend networking events, career fairs, employer information sessions, and workshops pertinent to the job search. Continue developing relationships with other people in your field.
Career Toolbox	<ul style="list-style-type: none"> Become familiar with LionSHARE and CCE resources for graduate students. For students considering non-academic careers, seek other professional development opportunities at the university. 	<ul style="list-style-type: none"> Explore non-academic careers options through websites like Versatile PhD, and My IDP Science Careers. Use industry guides on vault.com, wetfeet.com, and o*net. Begin to research companies and hiring cycles. Read trade publications. 	<ul style="list-style-type: none"> Think about future research interests and potential job talk topics. Continue to update your resume and CV. Practice interview skills and public speaking. Come to CCE for a mock interview. 	<ul style="list-style-type: none"> Scan job boards in your field, and identify positions of interest. Solicit letters of recommendation several weeks ahead of formal application deadlines. If invited, attend conference interviews and campus visits. Interview for specific positions and send thank you notes. Visit CCE for advice on negotiating job offers.