

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