### Career Development Timeline for Doctoral Students

**Years 1-2 (Coursework)**
- **Invest in Yourself**
  - Expand skills and experience through:
    - Being a Teaching Assistant and/or attending teaching-related workshops (CETL).
    - Campus clubs and organizations.
    - Departmental or campus committees.
    - Workshops and courses outside your department.
    - Volunteer work, internships, part-time, or summer employment.
  - Take an academic writing course (CETL 8721).
  - Attend a resume workshop (Career Services) and/or CV workshop (CETL).
  - Write CV and/or resume and update quarterly.
- **Expand your Awareness of Career Options**
  - Attend career panels with employed faculty and professionals to explore academic and non-academic career options and requirements for.
- **Build Your Network**
  - Meet and network with graduate students and faculty in your department and around campus.
  - Attend talks and presentations in your department and around campus and network with attendees and presenter.
  - Keep in touch with previous contacts from undergraduate institution and/or past jobs.
  - Find mentors (at GT and elsewhere) besides your faculty advisor.
  - Join LinkedIn and update your profile at least twice a year.
- **International Students**
  - Begin these activities in year 1 and continue:
    - Practice your English speaking skills.
    - Learn about US culture through interaction with American students.
    - Take classes through CETL (8722, 8793, 8795) and/or at the Language Institute to improve written and spoken English skills.
    - Meet with OIE to learn about CPT and OPT.
    - Network with contacts in the U.S. and elsewhere, from your home country.

**Year 3 (Dissertation & Research Work)**
- **Invest in Yourself**
  - Continue relevant suggestions from years 1-2 (in bold).
  - Utilize career development resources offered at professional organizations and/or scholarly society conferences or on their websites.
  - Make tentative career decisions, set goals, and create an action plan (early in year 3).
  - Get your CV/resume critiqued at Career Services (resume, CETL [CV]), and by faculty in your department.
  - If interested in a non-academic career, join Career Buzz (through Career Services).
  - Perform service or take on a leadership role relevant to your interests.
  - Seek opportunities to be a mentor to undergraduate or graduate students.
  - Take a course to improve your academic presentation skills (CETL 8741) and/or join Techmasters/Toastmasters to hone general presentation skills.
  - If interested in an academic career, consider applying to be a TA Fellow or participating in the Tech to Teaching program (both through CETL).
  - Attend workshops about the job search process (CETL and/or Career Services).
- **Expand your Awareness of Career Options**
  - Attend career panels with employed faculty and professionals to explore academic and non-academic career options and requirements for.
- **Build Your Network**
  - Meet and network with graduate students and faculty in your department and around campus.
  - Attend talks and presentations in your department and around campus and network with attendees and presenter.
  - Keep in touch with previous contacts from undergraduate institution and/or past jobs.
  - Find mentors (at GT and elsewhere) besides your faculty advisor.
  - Join LinkedIn and update your profile at least twice a year.
- **International Students**
  - Begin these activities in year 1 and continue:
    - Practice your English speaking skills.
    - Learn about US culture through interaction with American students.
    - Take classes through CETL (8722, 8793, 8795) and/or at the Language Institute to improve written and spoken English skills.
    - Meet with OIE to learn about CPT and OPT.
    - Network with contacts in the U.S. and elsewhere, from your home country.

**Years 4+ (Final Dissertation & Research Work)**
- **Invest in Yourself**
  - Continue relevant suggestions from years 1-2 (in bold) and year 3 (in bold).
  - Decide what career option(s) you will pursue during your job search and develop an action plan.
  - If interested in an academic career, seek the opportunity to participate in job search committees for your department and/or attend job talks of faculty candidates.
  - Attend workshops about writing cover letters, teaching philosophy, and research statements (CETL and/or Career Services).
- **Expand your Awareness of Career Options**
  - Attend career panels with employed faculty and professionals to explore academic and non-academic career options and requirements for.
- **Build and Work on Your Network**
  - Continue relevant suggestions from years 1-2 (in bold) and year 3 (in bold).
  - If interested in non-academic jobs, attend campus and/or regional career fairs and employer information sessions and network with recruiters.
- **Start Job Search Process**
  - Review job ads to see what the job market is like a year before you plan to look for a job and/or start researching post-doc possibilities.
  - Draft versions of application materials for the job search: cover letter and, if applicable, statement of teaching philosophy, statement of research interests, etc. Get them critiqued at Career Services (non-academic) or CETL (academic), and by mentors and/or your network.
  - Attend workshops about academic (CETL) or non-academic interviewing (Career Services).
  - Prepare the basics of your academic job talk (if applicable).
  - Decide how you will obtain/send letters of recommendation (if applicable).
  - Meet with those you plan to use as references/recommendation letter writers; update them on your plans and share an updated resume/CV.
  - If interested in academic positions, get copies of all your teaching evaluations (if available).
  - Practice your interviewing skills with Optimal Interview (Career Services).

**Final Year**
- **Invest in Yourself**
  - Review and finalize timeline for completion of degree and update regularly.
  - Review your job search goals, revise, and update your action plan as needed.
  - Learn about negotiating before any possible interviews.
- **Build and Use Your Network**
  - Continue relevant suggestions from years 1-2 (in bold) and year 3 (in bold).
  - Let network contacts know that you are actively looking for a job and your availability.
- **Continue the Job Search Process**
  - Update application materials (CV/resume, cover letter draft, etc.) as needed.
  - Keep references/recommendation letter writers informed of your progress.
  - For academic positions, obtain letters of recommendation.
  - Search for and apply to job openings and/or post-doc openings.
  - Research each organization you are applying to and be sure to tailor your application materials to each position and organization.
  - For non-academic jobs: participate in campus and/or regional career fairs; research employers in advance and bring a copy of your resume.
  - Pursue interviews at conferences in final year (if applicable).
  - Practice your interviewing skills.
  - Schedule non-academic job interviews through Career Buzz.
  - For academic jobs, revise and practice job talk (and/or teaching demos, preferably with mock audiences who give feedback) at least three times.