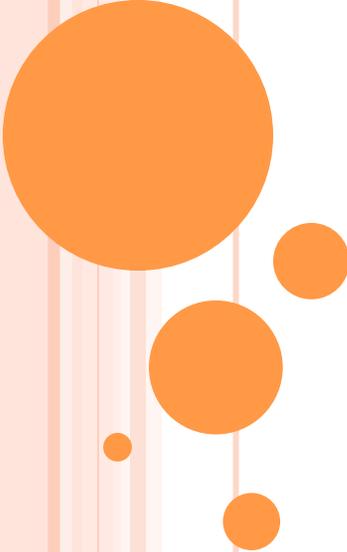




# **10 THINGS YOU SHOULD KNOW FOR THE ACADEMIC JOB SEARCH**



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**EE UCLA Workshop on Applying in Academia,  
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# CHECKLIST

- Early preparation (NOW!)
  - [1] CV & Publications
  - [2] UCLA Recommenders
  - [3] Outside Visibility
  - [4] Post-doc
- Applying (Nov.-Dec.)
  - [5] Research Statement
  - [6] Letters
- [7] Job talk (Nov.-Dec.)
- [8] Visit Day (Jan.-June)
- [9] Resources
- [10] General Tips



# EARLY PREPARATION

## Start now!

- CV & Publications
  - Quality publications count.
  - Maintain accurate and professional webpage.
- Within UCLA
  - Your advisor's endorsement.
  - Identify 1-2 professors that you have had **research** interactions with.
- Outside UCLA
  - Maintain contact at conferences.
  - **Need 1+ such meaningful letter.**
- Post-doc
  - Increasingly common, and often (implicitly) required.
  - 2 yr post-doc.
  - Time to branch out and flush out the journals.



# APPLICATION PACKAGE (NOV.-DEC.)

## ○ Research Statement

- Format: 2-3 pages. Some schools are picky about this.
- Have your colleagues/professors critique it.
- Summarize your work, highlight accomplishments. Be concrete but not overly detailed.
- Is not a one-weekend job.

## ○ Teaching Statement

- Secondary.

## ○ Letters from Recommenders

- By now you know who are your recommenders.
- Inform them **ahead of time** that you are applying.
- Your responsibility that the letters are sent out on time.



## JOB TALK (PREPARATION NOV.-JAN.)

- 45-50 mins + Q/A
- Audience will be Profs across the whole department, *not* all (if any) are in your field!
- **Job talk structure**
  - Something for everyone 50/30/20
  - Start/end general.
  - Provide some details for experts.
  - Discuss future work at the end.
- **Practice, practice, practice.**
  - 5+ talks to various audience *before* you get on the plane.



## VISIT DAY (FEB.-JUNE)

- 1-2 week notice. **HAVE YOUR JOB TALK READY!**
- 2-day visit
  - Format:
    - Meet with the chair and the dean
    - Job talk
    - 15+ one-on-ones
    - Breakfast, lunch and dinner are also part of interview.
- This is a fun but exhausting experience. Don't plan on writing any serious papers in parallel.



# REFERENCES

## ○ Online resources

- Ton of stuff online.
- One great reference
- <http://www.cs.washington.edu/homes/mernst/advice/academic-job.html>  
(Google: Michael Ernst academic job)

## ○ Websites

- Academic Keys – You can subscribe to job listings.
- Chronicle of Higher Education – Fora to share experiences.

## ○ Books

- “Tomorrow’s Professor” R. Reis is useful.



## GENERAL TIPS

- Start the process early.
- Always be on time.
- Take the process seriously.
- Have fun. You have come a long way.

