

PhD & Master's Students: Timetable to Invest in Yourself During Your Graduate Studies

FIRST YEAR OF PROGRAM (START EARLY!)

Increase Your Skills & Experiences

- Join campus clubs and organizations, and take a leadership role
- Obtain teaching assistantships
- Serve on departmental or campus committees
- Attend a conference in your field
- Take a grant & fellowship writing class
- Consider volunteering, internships, part-time work, or summer jobs
- Read *The Chronicle of Higher Education* and *science/AAAS's Career Magazine*

Create & Develop your CV or Résumé

- Attend a Résumé or CV workshop for grad students
- Look for areas to gain experience & accomplishments

Attend Workshops & Panel Discussions

- Sign-up for the GradPost to stay connected to all graduate student activities
- Become familiar with UCSB Career Services and workshops available for graduate students
- Consider attending Graduate Student Resource Center (GSRC) workshops on funding, writing, and professional development

Broaden Your Network

- Join LinkedIn or Academia.edu to network
- Read articles in your field and contact authors of interest by email
- Build network of contacts through community presenters at UCSB, relationships you make through community-based research, and advisor's connections
- Join national and campus professional associations in your discipline and be active at events

Consider Your Options

- Create a timeline for completion of your degree, discuss with your advisor, update goals annually
- Consider meeting with a career counselor and taking career assessments to evaluate your values, personality, and/or interests and strengths

MIDDLE OF PROGRAM (YEARS 2-3)

Practice Sharing Your Research

- Present at conferences and within your department
- Practice your 1-minute elevator pitch to describe what you do

Apply for Funding Through Grants, and Fellowships

- Consider attending a funding workshop through the GSRC to learn about opportunities
- Speak to your advisor, peers, graduate student advisor to discover possibilities

Pay Attention to What You Like Doing

- Are you energized by the classroom or the bench? Do you enjoy researching archives and in the library? Do you enjoy the responsibilities of your program?
- If you enjoy conducting research and writing, focus on gaining publishing and research experience to pursue academic research position
- If you enjoy the classroom & mentoring students, gain further experience; consider teaching as a career
- If you don't enjoy the responsibilities of your program, consider what elements you do enjoy and how they could fit in a career path
- If industry interests you, identify and develop relevant skills; Consider direct experience (through an internship or part-time job) which can be invaluable and make you a competitive applicant

Build Your Career Knowledge

- Attend workshops on career-related topics to learn more about your options and what is the best fit
- Utilize job descriptions as a resource to help inform you of what skills are needed
- Look at job search websites and identify job areas, companies and positions of interest
- Continue to increase skills & experiences & evaluate what you like or dislike about these opportunities

Continue to Build Network

- Keep in touch with contacts & nurture relationships
- Conduct targeted informational interviews with faculty, alumni, & industry professionals to make personal connections

END OF PROGRAM (YEARS 4+)

Expand Your Strategy

- Utilize career development resources offered by Career Services, GSRC, your department, professional organizations, and scholarly societies
- Develop your professional narrative (how you describe who you are and what you do)
- Identify specific job listings, companies, universities of interest
- Read *Chronicle of Higher Education* (Versatile PhD is helpful for industry jobs) and search for informational articles, first person accounts to understand going on the job market

Network

- Academic jobs: network at conferences and build relationships for post-doc opportunities, if necessary
- Industry jobs: attend campus career fairs, employer information sessions, industry panels to build connections, check on GauchoLink for positions
- Utilize your network and reach out to prospective relationships to let them know you are actively on the job market

Conduct Your Job Search

- Industry jobs: the job search process is on-going, year-round so continually search for openings
- Academic jobs: applications open fall quarter, so prepare your documents 2-4 months in advance
- Sign up to receive "saved job search" email announcements from your favorite job search sites
- Target application materials (e.g., résumés, cover letters OR CVs, teaching/research statements) to specific positions you are applying to.
- Prepare for interview questions and consider coming to Career Services for a mock interview or practicing a job talk to your department

UCSB Career Services: career.ucsb.edu
 Grad Student Recourse Center: gradpost.ucsb.edu