

TO: Students on the job market
FROM: Professors Ken Rogoff and Philippe Aghion, Placement Directors
Date: October 2, 2007
RE: More Frequently Asked Questions about the Job Market

1. Your CV

Please give both a PDF and a word copy of your CV to Nicole Tateosian by Friday, October 12th at 4:00 p.m. This is mandatory because we need a copy in advance of the department that takes place on October 23rd. If Nicole already has a good version of your CV, you need not send another.

- Please check that your CV has the right job placement directors (us) listed.
- Proofread your CV scrupulously and get another person to do the same. It is hard to see errors in your own writing.
- The paper abstracts in your CV are very important. We have gone over these with you. The abstracts must motivate your question and be interesting and accessible to any intelligent economist.

The October 12 version of your CV will also be posted on the Department website on October 26th. You are free to make changes after that, but please do this only when there is significant new information, e.g., you need to add a new paper or note that a paper has been accepted at a journal.

2. Your webpage

Your webpage should be in working order after October 26th. That is, you should have posted your CV and finished papers. If you have a paper that is still being polished, post its title with a note that specifies the day on which it will be posted.

- There are 3 navigation bars in the template: (1) CV, (2) Papers, and (3) Job Market Paper. Eliminate one of (2) and (3) if you do not use both of them.
- Make absolutely certain that the PDF file that you have created for your CV and paper(s) is readable by others. Either use a font that does not require permission or embed your font you use. Ask for help from the department's computer staff if you are in doubt. Just as important, try out the download of your CV and papers from a few computers. If your unsophisticated cousin in Hickville has trouble downloading your paper, someone else will too.
- Post a good photograph that makes you appear professional. No silly photographs.
- Tell Nicole when your webpage is working. She will link it to the Economics Department's student webpage. This is not the same page as the job market page. Your webpage should be linked to both pages.

3. Your job market paper.

Finish the paper. Content is most important but polish counts too. Take seriously the comments you received in your job talk.

4. How many packets should I send out? What should I include? When should letters go out?
 - Using the sources we list below, compile addresses to which you will send packets expressing your interest. Give your advisors and references the total number of places on your list and the names of the top places on your list. They will let you know if they are uncomfortable with the list. Sources:
 - Job Openings for Economists (JOE), *all* months of issue, is your main source
 - The Chronicle of Higher Education
 - Nicole's Job Market folder (contains materials sent to the Department and to us; the descriptions of the positions are often more informative than those in JOE)
 - the websites of various institutions, agencies, and departments
 - Send your packets out in the first or second week of November (preferably) but definitely before Thanksgiving. Packets sent later will be more likely to arrive after a hiring committee has made some initial decisions about their interviews. Most committees read packets when they arrive if they are fairly complete (i.e., your materials and 2 letters of reference).
 - Tell your references when your packets will go out. Their letters should follow shortly. It is not good if their letters get there before your packets do.
 - The cover letter should be brief and to the point. Write approximately the following: "I am applying for the position of X as advertised in the Y issue of Job Openings for Economists. I have included a copy of my *curriculum vitae*, my job market paper "[Title]", and another paper of mine, "[Title]." My letters of reference will arrive shortly. I will be attending the American Economics Association meetings in New Orleans and am available for interviews on all days of the meeting." If a person or hiring committee has *requested* your packet, the first sentence should begin, approximately, "As requested by [X on behalf of the Y junior faculty recruiting committee], I am enclosing my *curriculum vita*, my job market paper...."
 - In November and December you may be contacted by hiring committees and asked for your packet. If you have already sent the packet, contact the staff assistant in charge and explain that he/she has it already but that you are glad to send another if need be. It often happens that your packet is already *in situ* when you are asked to send it. If a place contacts you before you are ready to send out your packet, tell them that it will arrive soon and ask if there is a specific deadline they would like you to observe.
 - Apply to as many places as you want. You should be thinking of 50 or so places unless you are very confident that you have a good reservation position lined up. The only marginal costs of applying are for photocopying and postage (U.S. Priority is fine). Do apply to places that are not in your preferred locations and that do not have your ideal fit. An application can be useful in many ways: as marketing, strategically, in the secondary market that takes place in the few years after your job market year. If there is anyone at the place whom you would like to have read your job market paper, send a packet.
5. The Team

The TEAM will provide the abbreviated JOE list. The abbreviated JOE list is a cut-and-paste set of addresses from JOE and there is a link on our webpage. Nicole will be sending out the letters of recommendation that the TEAM did in the past. For the faculty who use the TEAM, Nicole will send out their letters of reference. Other faculty will have their separate staff assistants do the same. If one or more of your advisors uses the TEAM, submit your list to Nicole. If another of your advisors has a staff assistant, submit a list to that person as well. Note that the letters are not personalized.

6. The CV Packet and its destinations.

We no longer send out a CV packet but send a postcard indicating that the CV packet is available online to a very large number of universities (including foreign universities), colleges, business schools, public policy schools, every Federal Reserve bank, the larger consulting firms, financial firms that hire economists, U.S. government agencies that have hired in the past, non-governmental agencies that have hired in the past, and so on. The list is revised every year.

The department typically makes special accommodations for recruiters from the IMF, the World Bank, and the Federal Reserve Board of Governors.

7. Interviews

The interview is your “foot in the door.” If you are not interviewed at the meetings or elsewhere ordained by the hiring committee, there is a low probability that you will be considered. It is important to get your packets out because they are primary “bait” that attracts interviews. We and your advisors will attempt to draw attention to your packet, but ultimately most interviews occur because a hiring committee thinks that you are likely to be a good match for their needs once they read your packet.

Aim for 10 to 12 interviews at the meeting. During the first and second weeks of December, keep your advisor and us up to date on your interview schedule. There is a narrow window of opportunity for us to examine the situation if you are coming up short. Keep in mind that our intervention or your advisor’s intervention can do only so much at this stage.

8. Pulling off the market

The best time to pull off the market is now. If you pull off just before the October 23rd faculty meeting, there is only a little cost. If you pull off after the meeting, the cost is bigger but still small. After the Harvard CV packet is posted, the cost is much higher because your indecision will be public. Also, the Department does not provide placement services to people who have been on the market once and then decided *ex post* that it was a bad year for them.

Thus, please do your soul-searching before October 26th.

When and if you do pull off, tell us and Nicole immediately. Nicole will remove your name and webpage from the job placement page.

9. Our next meeting

Our next meeting is on November 6th. We will talk about packets, interviews, and other matters.