

**Economics 901**  
**Job Market Preparation Workshop**  
**Fall 2023 – Spring 2024**

**Instructor Information:**

Fei Li  
Email: lifei@email.unc.edu  
Office: Gardner 300B

**Schedule Information:**

Class time: Monday, 3:30 to 4:45 pm,  
Location: Gardner 211  
Office Hours: By Appointment.

**Course organization and goals:**

Covers skills necessary to prepare and navigate the job market: preparing curriculum vitae, research/teaching/diversity statements, and job market paper, improving interview and presentation skills, and learning techniques to reduce stress and effectively use time. Targeted to those in their last year of doctoral studies that are seeking employment.

**Assessment and expectations:**

To *satisfactorily complete the course (receive a pass)*, we expect the following from each student:

1. Participate in weekly course meetings, and be courteous and helpful to other students.
2. Present at least once in a job market seminar. Recommended that each student also present multiple times in their respective field workshop.
3. Take part in two practice mock interviews, typically one before and one after the Thanksgiving holiday break.
4. Secure no fewer than 4 references and 4 letter writers (most jobs require 3, but sometimes you need 4) by September.
5. Prepare a CV, Research/Teaching/diversity statement (as needed), job market paper, and post all these materials to the job-market site maintained by the department. Optional to develop an individual site.
6. Keep me posted on preferences for jobs, progress with job talks, etc, so that I can represent you well

## Classroom etiquette

Our goal is to maintain a classroom environment that provides a great learning environment for everyone. Please come on time and try to minimize distractions as much as possible (cell phones ringing, etc).

Class Date	Topic	Assignment	Job Market deadline
<b>August 21</b>	-Timeline (JMP, practice job talk, website, letters, applications)		
<b>August 28</b>	Class canceled		
<b>September 4</b>	Labor day/no meeting		**September JOE **Ideally already have solid close to final draft of job paper
<b>September 11</b>	Headshots for Heels <a href="https://careerwell.unc.edu/event/headshots-for-heels-2/?utm_source=iContact-GS&amp;utm_medium=email&amp;utm_campaign=Graduate+School&amp;utm_content=First+email+to+students+fall+2023">https://careerwell.unc.edu/event/headshots-for-heels-2/?utm_source=iContact-GS&amp;utm_medium=email&amp;utm_campaign=Graduate+School&amp;utm_content=First+email+to+students+fall+2023</a>	— Work on JMP and practice job talk — CV resource	
<b>September 18</b>	— Zoom meeting with administrators on applications and letters (visit from Jonathan Cook) — Setting up job spreadsheet to stay organized! — Jonathan Cook will discuss how to use google form to submit letter requests	CV	
<b>September 25</b>	Wellbeing day/no meeting	Work on JMP and practice job talk	
<b>October 2</b>	-Discuss research, teaching and diversity statements (with Marco Duarte, Robert McDonough, Jacob Kohlhepp)	Diversity, research, and teaching statements	**October JOE **Should be ready to send job paper to letter writers by this date (assuming Nov 1 job deadlines)

<b>Class Date</b>	<b>Topic</b>	<b>Assignment</b>	<b>Job Market deadline</b>
<b>October 9</b>	No meeting/office meeting with students		Having your advisors read your introduction
<b>October 16</b>	-What to expect in industry (government agency) interviews (with Zachary Mozenter, Jennifer Rhee, Bissau Siddhartha, William Watkins) -Zoom meeting.	Come with questions!	starting submitting list of jobs that need letters to graduate administrator through google form due 5 business days prior to deadline (the earlier the better!!)
<b>October 23</b>	-What to expect in industry (consulting) interviews (with George Korenko) - in person meeting	Come with questions!	-All practice job talks should have been done. -Prepare pictures for websites
<b>October 30</b>	-What to expect in teaching position interviews (with Stan Rabinovich and Kalina M. Staub) -Zoom meeting	-Come with questions! -Work on applications!	Websites should be ready.
<b>November 6</b>	Preparing elevator pitch/2 minute videos and how to prepare the job spiel (with Desire Kedagni and Jaden Chen)	-Come with draft 2-3 minute elevator pitch -Work on applications!	
<b>November 13</b>	Discuss and Practice job spiels	Polish your job paper spiel	
<b>November 20</b>	No meeting		1st round of mock interviews
<b>November 27</b>	Thanksgiving		Setup application and interview sheet. Share it with advisors and placement director.
<b>December 4 (Exam time)</b>	No meeting		2nd round of mock interviews