Suggested timeline for placement process:

May 18th
First general meeting. Distribution of placement materials. Decide if you are in soon…

Summer 2011
Job market paper. Begin intensive work on your job-market paper that you’ll include as part of your application. Please ask your thesis advisor and the ARE placement faculty for more guidelines. Talk to faculty that you wish to list as your references and from whom you wish to ask recommendation letters, and give them your latest version of the paper. Paper due in Peter’s and mine mailbox August 1.

By June 30th
Become a member of A.E. A.

Before Fall 2011
Deadline to have completed your Oral Qualifying Exams (for 3rd year students they are required to take Orals before Fall semester of 4th year).

1. GET Adviser approval
   Students will ask faculty to sign on a form whether they are ready to be on the market. This will give us the ultimate signal that we need to know to consider YOU in the process of placement for the academic year. Without your signed approval YOU are not part of the process.

2• Seminars in the Fall
   Students will sign up for seminar slots in the Fall, during August, September and early October. PLEASE DO THIS ASAP AND LET US KNOW WHEN YOU ARE PRESENTING SO THAT WE CAN ANNOUNCE AND MAKE SURE ATTENDANCE IS MAXIMIZED

3• Short meetings with (ideally) AS MANY FACULTY AS YOU CAN
   Students will contact BY EMAIL FACULTY ASAP to come and briefly (5 minutes) talk about their research. YOU ARE URGED TO DO THIS and continue to do this many times with Peter and me but the more YOU DO THIS WITH OTHER FACULTY the better. It is five minutes of FACULTY TIME AFTER YOU HAVE SCHEDULED BY EMAIL TO SHOW UP AT THEIR DOOR, SO THEY WILL SAY YES. USE THOSE 5 MINUTES TO GO DIRECTLY INTO THE SPIEL, THEN ASK FOR FEEDBACK AND SCHEDULE TO COME BY AGAIN IF NEEDED.

4• SEND US THE CHEAT SHEET. WE WILL MAKE SURE THAT AS MANY FACULTY AS WE CAN, Keep a
folder of one page briefing of (ideally) all candidates. PLEASE EMAIL US THOSE AND A ONE PAGE VITAE ASAP

5• Job-market web-page link
http://areweb.berkeley.edu/all_candidates.php
(not all students are up there yet, but we are moving things along)
PLEASE SET UP YOUR WEBPAGE ASAP!!!!!!

If you see not working links please let peter, EVA, or me know asap, thank you

6. MEET YOUR FUTURE REFERENCES WITHIN THE NEXT MONTH AND ASK THEM TO BE A REF, MEET THEM WITH FIVE OR 15 MINUTES SPIEL. THEN IF THEY AGREE GET THEM THE REFERENCE REQUEST FORM SO THEY KNOW WHAT TO DO, WHERE TO SEND LETTER ETC. VERY IMPORTANT FOR OUTSIDE REFS. SEND THEM POLISHED VERSION OF JOBMARKET PAPER ALSO ASAP. POLISHED MEANS ABSTRACT AND INTRO VERY BEAUTIFUL AND ANALYSIS SOLID.

AND LAST BUT NOT LEAST:

7. TO DO ALL THE ABOVE, POLISH POLISH POLISH PAPER AS MUCH AS POSSIBLE. ABSTRACT INTRO ARE KEY. ANALYSIS SHOULD BE SOLID AND WELL DONE.

Fall 2011 Sign up for jobmarket mail list (email soliciting to be sent in May).

Before August 15th Seminar: Arrange to present your job-market paper in a seminar appropriate to your field or in the Department seminar. One your seminar date is confirmed let the ARE placement faculty know. The seminar should be no later than mid October. That way you can incorporate any comments into the job-market paper version you’ll send out with your application.

Late August Go to Economics Department general meeting.
Late August Go to ARE second job-market meeting
September 8th  **Deadline** for giving to Diana Lazo or Peter and Sofia the intent form to be on job-market.

September 8th  **Deadline** for the following forms:
- Advisor permission, candidate permission, waiver of access
- Copy of transcripts (order from Registrar’s Office, Sproul Hall, mailed to you.
- Copy of Teaching Evaluation summary (you may get a copy from Graduate office), and, if applicable, GSI awards.
- Keep the originals of transcripts and teaching evaluations to make additional copies in your mailing, when the ad in JOE or elsewhere says so.

No later than Sept 8th  **Deadline**. Schedule a meeting with the placement faculty to describe in 5-10 minutes your research. If needed you can schedule additional meetings until the 5-10 minutes speech is convincing.

October 2011  start making **plane and hotel reservations** for meetings in January. Figure out where the headquarters hotel is and try to reserve a room in a hotel close-by, because most of your interviews will be in the headquarters.

October  **Deadline**. Please have your web-page active and all links to paper, vita. Etc checked. Follow the sample format of Jaya’s web-page that is up there already.

Beginning of October  **Deadline**. Final date and possibility to be added or taken off from the ARE Department roster. Final date to make changes to your CV if you are part of the roster. You don’t want to have different CV’s in your potential employers’ hands, you should be consistent. Please send to Peter and Sofia your CV in doc or pdf format to be included in roster. Follow the format of the one page vita in the samples online.

Beginning of October  **Roster mailing**. A roster containing information about the ARE department’s candidates is mailed to a broad range of potential employers.

October 6\(^{th}\)  **Deadline**. Letters of recommendation from faculty must be turned in to Student Affair Officer. Please inform faculty of this deadline well in advance.

Late October  **Workshop on mailing, labels,**

November 3\(^{th}\)  **Mailing of the application packets.** Your applications (based on JOE listings) should be mailed now, and no later than the week before Thanksgiving.
Early December  **Last general meeting**

December  Arrange interviews with potential employers

Mid-December  **Mock/Practice Interviews**, two interviews for each student, with ARE faculty, 30 minutes each.

January 2012  **AEA meetings – Economics jobmarket**

January-May  **Fly-backs**. Invitations to give job-market seminars. The first round of offers usually happen until February. The second round will occur in later months

April 2012  **We’ll all celebrate your new jobs  :-)**
Form 1: Notice of intent

Deadline September 8th, 2011

To: Diana Lazo

From: ___________________________________________________

I intend to be on the job-market for the academic year ____________ / ____________.

Signature, ____________________________________________, date _____________________
Form 2: Candidate’s permission form

Deadline September 8th 2011

I hereby authorize the Faculty, Students Affairs Officer, and Placement committee and Placement Service of the Department of Agricultural and Resource Economics at U.C. Berkeley to:

1. Send my application materials, including but not limited to my curriculum vitae, letters of recommendation to any prospective employer.

2. Send placement materials to any institution requesting your placement packet without asking for your permission each time a request is made.

3. Allow to put my curriculum vitae on the Job-market Web-site, with your home address and telephone number omitted:
   Yes_____ No ____ (please initial)

_______________________________   _______________________
Signature                      Date

_____________________________________
Print your name here
Additional info
I have a hard copy please pass by and ask for photocopying and keep in a general place for posterior reference

Part I – Information
1. Timetable, deadlines, requirements (pages 2-3) (you got this one in first pages of this doc)
2. Introduction (page 4)
3. General information (pages 5-7)
4. Placement services, placement faculty (page 8)
5. Job-market-website, Economics Department Student Roster (page 8)
   ARE has now its own roster mailing – we’ll talk about this in 1st meeting.
6. Be aware of Economic Department’s job-market meetings and process! Check who is their Placement Officer. Bob Anderson the faculty in charge.
7. Responsibilities of candidate (page 9)
8. Curriculum vitae and Sample letters of inquiry with UCB letterhead (pages 10-12)
9. Mailing packets handwritten notes (pages 14-17)
10. The interviews in the meetings (pages 18-21)
11. Saying no/rescheduling (pages 22-25)
12. Map of hotels (pages 26-27)
13. Planning for the interviews (pages 28-29)
   See also materials/emails about mock interviews in ARE email list
14. The script (pages 30-32)
   See Anna’s email and script as an example in ARE email list
15. The fly-backs/job-talk seminars (pages 33-34)
16. Transcripts and Diplomas website
17. Job Openings for Economists, AEA
18. AEA stamped membership form
19. Additional materials:
   • The job-market (Rich Gilbert), 5 pages
   • Student notes, 14 pages
   • IMF, World Bank FED, page 15 on
   • Business School (page 18 on)
   See also last ARE email about consulting interviews
   • David Laibson’s recommendations (Alix Zwane), 3 pages
   • ARE emails

Forms (second attachment accompanying this one)
Please meet the deadlines in the forms.
1. Form of intent
2. Candidate’s permission form
3. Adviser’s permission form
4. Waiver of access
5. Reference Summary form
6. Letter of recommendation request form