

Career and Professional Development Timeline for Doctoral Students (Note: Varies by Department)

Years 1-2 (Coursework)	Years 2-4 (Dissertation & Research Work)
<p>Professional Development</p> <ul style="list-style-type: none"> ● Review and follow timeline for degree completion established by your academic program ● Draft your initial individual development plan (IDP) in the first semester. Reflect on your experiences regularly (at end of each semester and year) and adjust IDP ● Investigate departmental events & professional development seminars ● Expand skills & experience through: <ul style="list-style-type: none"> ○ Teaching & research assistantships; TLTC programs ○ Organizations and clubs ○ Departmental and UMD committees ○ Summer jobs and internships ● Complete C4T account and learn its basic functions ● Familiarize yourself with UCC & Grad School websites and event calendars ● Follow UCC & Grad School on Twitter & Facebook ● Write CV and master resume and update each semester ● Create and/or update your LinkedIn profile 	<p>Professional Development</p> <ul style="list-style-type: none"> ● Update and adjust your IDP at least annually ● Continue exploring potential career options, set goals and create an action plan ● Have CV reviewed by faculty ● Have resume reviewed by career center staff and/or employers ● Expand skills and experience through: <ul style="list-style-type: none"> ○ Perform service or take on a leadership role relative to interests ○ Seek opportunities to mentor undergraduate or graduate students ○ Summer jobs and internships ● Expand your pedagogical skills through programs offered by the Transforming Learning and Teaching Center (TLTC) ● Expand funding through the Office of Funding Opportunities ● Strategically fill gaps in experiences and skills for chosen careers through TA/GA/RA positions, involvement on campus, summer internships and other experiences.
<p>Explore Career Options</p> <ul style="list-style-type: none"> ● Complete self-assessment questionnaires in ImaginePhD in first semester. Do additional self-assessments such as Clifton Strengths, MBTI, or Strong at Counseling Center. ● Conduct online research and informational interviews to learn about career paths in and beyond academia aligned with your self-assessment results ● Talk with UMD alumni about their career paths ● Attend departmental, UMD, Graduate School, and UCC career related events 	<p>Explore Career Options</p> <ul style="list-style-type: none"> ● If you lack clarity and commitment to at least two career paths, schedule career advising appointments through C4T. ● Deepen your knowledge of careers of interest. Explore career information available through professional organization websites and conferences ● Gain experience and contacts through volunteer activities, part-time employment, internships ● Attend career fairs to learn more about potential employers outside academia
<p>Build Your Network</p> <ul style="list-style-type: none"> ● Attend a networking strategies workshop ● Meet and network with graduate student and faculty in and beyond your department ● Keep in touch with contacts developed prior to graduate school ● Find mentors in addition to your faculty mentor 	<p>Build Your Network</p> <ul style="list-style-type: none"> ● Continue expanding involvement in professional organizations and interest groups related to your discipline ● Volunteer to be a paper reader, chair/facilitator or discussant at conferences ● Meet and network with professionals in and outside academia ● Utilize mentors who support your career goals and professional development
<p>Start Job Search Process</p> <ul style="list-style-type: none"> ● Join professional associations and student organizations ● Submit papers, panels, posters, proposals for conferences ● Identify journals in your discipline for future submissions ● Review job postings to learn the job market and in demand specialties in your field. 	<p>Continue Job Search Process</p> <ul style="list-style-type: none"> ● For academic jobs, determine type of schools (research, teaching, specialty) in which you are interested ● Examine job postings to identify qualifications to be competitive applicant

- Become aware of applications deadlines for summer positions

- Beginning in Yr. 3, submit articles for publication with goal of having at least one article in press or print when you are on the market

Adapted from a document created by Lydia Soleil, PhD, and Christine Kelly, PhD, UC Irvine Career Center. For more information contact Dr. Susan Martin, Program Director, Career & Professional Development, smarti18@umd.edu.

Years 4+ (Final Dissertation & Research Work)	Summers	Final Year
<p>Professional Development</p> <ul style="list-style-type: none"> Meet with career staff member to discuss your intended career path and develop a job search plan if pursuing a career in industry, government, nonprofit organizations Discuss academic job search timeline and process with faculty mentors if pursuing an academic career Utilize career development resources offered at professional conferences and on their websites Gain experience relevant to your career goals through volunteer work, internships, part-time or summer employment. Be sure to strategically fill gaps in experiences and skills for chosen careers If interested in an academic career, seek out opportunities to participate in job search committees for your department Attend workshops on the job search process 	<p>Professional Development</p> <ul style="list-style-type: none"> Continue with suggestions from Yrs. 1-4 Be strategic and intentional about summer work, research, and experiences as way to develop necessary competencies <ul style="list-style-type: none"> Take time to reflect deeply about experiences and update IDP and action plan for coming year Take advantage of blocks of time during summer to develop key skills required for careers under consideration 	<p>Professional Development</p> <ul style="list-style-type: none"> Review and finalize timeline for degree completions Review your job search goals and update your action plan as needed
<p>Explore Career Options</p> <ul style="list-style-type: none"> By now you should be fine tuning 	<p>Explore Career Options</p> <ul style="list-style-type: none"> Continue with suggestions from Yrs. 1-4 	
<p>Build Your Network</p> <ul style="list-style-type: none"> Touch base with key people in your network and let them know that you are finishing and of your future plans. Seek advice. If interested in careers outside academia attend career fairs and information sessions, panels, and other events to network with recruiters 	<p>Build Your Network</p> <ul style="list-style-type: none"> Continue with suggestions from Yrs. 1-4 Be sure to utilize networking opportunities available at summer job and/or research sites 	<p>Activate Your Network</p> <ul style="list-style-type: none"> Inform networking contacts of your job search and availability
<p>Continue Job Search Process</p> <ul style="list-style-type: none"> Explore specific positions and postdocs of interest in depth to fully understand application processes and timelines Write your dissertation with the goal of publishing Draft application materials for the job search including CV, resume, cover letter, teaching philosophy, statement of research interests Update your website and/or create a portfolio Have application materials critiqued by faculty in your department, mentors, career staff, TLTC, Graduate Writing Center (as appropriate) Learn about interview process for your field Prepare basics of your academic job talk (if applicable) Decide how you will obtain letters of recommendation Update your references/recommendation letter writers on your plans Use C4T to regularly review positions related to your career goals 	<p>Continue Job Search Process</p> <ul style="list-style-type: none"> Continue with suggestions from Yrs. 1-4 In the year/summer before you go out on the academic job market attend the teaching portfolio retreat to jumpstart your draft application materials for the job search including: <ul style="list-style-type: none"> CV, academic cover letter, teaching philosophy, statement of research interests In the year prior to and during the summer before you look for a government job, take time to learn about the process, USAjobs and Pathways programs Take time to update your resume, draft a cover letter and research potential employers during the summer before you graduate 	<p>Continue Job Search Process</p> <ul style="list-style-type: none"> Prepare parts of your dissertation for publication in major journals Update application materials as needed Keep references/recommendation letter writers informed of your process and progress <ul style="list-style-type: none"> For academic positions, obtain letters of recommendations Actively search for and apply to job openings or postdoc openings Research each organization to which you are applying and tailor your applications materials to each position and organization <ul style="list-style-type: none"> For positions outside of academia, participate in career fairs and other career events Pursue interviews at conferences Practice interviewing and do a mock interview

		<ul style="list-style-type: none">• For academic jobs, revise and practice job talk; research presentation (preferably with a mock audience for feedback) at least three times.• Learn about negotiating before interviews.• International students wanting to work in the US, apply for OPT in advance. Ask questions of ISSS.
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