

## Career Development Timeline

The *Career Development Timeline* provides examples of career-related activities that a typical doctoral student might engage in during their academic career. Many of the suggestions have come from alumni and advanced candidates in a Ph.D. program who wished they knew then what they know now. You are strongly encouraged to start this process in the first year of your enrollment at UCI. By acting on many of the suggestions in the timeline, you will build on your skills, develop a strong support system and create a wider professional community from which to draw from when it is time for your job search.

For more information or assistance, please contact Linda Drake at (949) 824-4016

	Years 1-2 Early Coursework	Years 2-4 (dissertation and research work)	Years 4+ (final dissert. and research work)	Final Year
<b>UCI Career Center</b> <a href="http://www.career.uci.edu/">http://www.career.uci.edu/</a> 949-824-6881	<u>Develop Action Plan to Reach Career Goals:</u> <ul style="list-style-type: none"> <li>Engage in self-assessment and exploration. Ask about the Strong Interest Inventory and/or the Myers Briggs Type Indicator.</li> <li>Become familiar with the Career Center's resources, programs and services</li> <li>Utilize the Alumni Sharing Knowledge (ASK) database to explore interesting positions, and find out specific skills needed.</li> <li>Take additional coursework to expand your marketability and skills (finance, entrepreneurship, management, freelance, etc.).</li> <li>Attend workshops to help you develop your CV and resume for academic and non-academic careers respectively.</li> </ul>	<u>Recommendation:</u> <ul style="list-style-type: none"> <li>Continue to update your CV and resume.</li> </ul> <u>Continue Exploration:</u> <ul style="list-style-type: none"> <li>Re-evaluate your career interests</li> <li>Seek internships in business/industry.</li> <li>Attend panels on career opportunities both academic and non-academic.</li> <li>Utilize Career Center Resource Library and read about career options.</li> </ul>	<u>Recommendation:</u> <ul style="list-style-type: none"> <li>Meet with Career Counselor to discuss your career plans.</li> <li>Have your CV/Resume/Cover letter critiqued.</li> </ul> <u>Continue Exploration:</u> <ul style="list-style-type: none"> <li>Attend career workshops on the job search process (interviewing, networking, negotiating offers, transferable skills, etc.)</li> <li>Attend annual all-day Job Search Event in Spring Quarter.</li> <li>Networking: Use UCI alumni networking to research career fields (ASK database).</li> </ul>	<u>Interviews:</u> <ul style="list-style-type: none"> <li>Practice your interviewing skills by signing up for Practice Interview workshop or one-on-one video taping.</li> <li>Use the InterviewTrak system to arrange on-campus interviews</li> <li>Open on-line Letter of Recommendation (LOR) account if department doesn't provide service.</li> <li>Attend Career Fairs</li> <li>Meet regularly with a career counselor to manage progress.</li> </ul>
<b>Campus-wide Departments</b>	<u>Mentoring:</u> Plan your course of study with your advisor. Discuss career goals and action plans. Have regular evaluation/update meetings together.	<u>Academic Career Exploration:</u> <ul style="list-style-type: none"> <li>Identify additional mentors.</li> <li>Gain experience as a</li> </ul>	<u>Academic Career Exploration:</u> <ul style="list-style-type: none"> <li>Begin researching postdoctoral options. Once accepted, consider funding sources (apply 6-10</li> </ul>	<u>Academic Career Mentoring:</u> <ul style="list-style-type: none"> <li>Seek faculty advice and support for your job search.</li> </ul>

	<ul style="list-style-type: none"> <li>Attend department orientations, training sessions.</li> <li>Apply for pre-doctoral fellowships.</li> </ul>	<p>teaching/research assistant.</p> <ul style="list-style-type: none"> <li>Seek experience mentoring undergraduates doing research.</li> <li>Apply for pre-doctoral grants or participate in any grant writing process.</li> </ul> <p><i>Non-Academic Career Networking:</i></p> <ul style="list-style-type: none"> <li>If you are doing research that has industry/non-academic applications, build outside contacts.</li> <li>Seek faculty contacts having connections with industry.</li> <li>Gain experience presenting your work to people outside academia.</li> </ul>	<p>months in advance.)</p> <ul style="list-style-type: none"> <li>Participate in hiring process for any new candidates for faculty positions. Attend their job talk.</li> <li>Develop your publications</li> </ul> <p><u>Mentoring:</u></p> <ul style="list-style-type: none"> <li>Discuss your job search plans with your advisor.</li> </ul> <p><i>Non-Academic Career Networking:</i></p> <ul style="list-style-type: none"> <li>Continue to seek faculty contacts having connections with industry.</li> </ul>	<ul style="list-style-type: none"> <li>Collect letters of recommendation.</li> </ul> <p><u>Interviews:</u></p> <ul style="list-style-type: none"> <li>Actively pursue first interviews at conferences (fall-winter of final year).</li> </ul> <p><i>Non-Academic Career Networking:</i></p> <ul style="list-style-type: none"> <li>Participate in any department recruiting activities.</li> </ul>
<b>Instructional Resources Center</b>	<p><u>Academic Career:</u></p> <ul style="list-style-type: none"> <li>Attend teaching and instructional technology workshops to expand your skills.</li> <li>Schedule a videotaping of classroom instruction, use on-line mid-term evaluations and get teaching consultation.</li> </ul>	<p><u>Academic Career:</u></p> <ul style="list-style-type: none"> <li>Consider applying for a Pedagogical Fellowship (formerly the Teaching Assistant Consultant Program).</li> </ul>		
<b>Student Groups/Professional Affiliations</b>	<p><u>Exploration/Networking:</u></p> <ul style="list-style-type: none"> <li>Attend talks/panel presentations on various fields.</li> <li>Meet peers from other departments.</li> </ul>	<p><u>Exploration/Networking:</u></p> <ul style="list-style-type: none"> <li>Attend national/regional/local conferences both professional and student clubs.</li> <li>Satellite symposiums and socials are more intimate and easier to make connections.</li> <li>Utilize career development resources provided at many conferences.</li> </ul>	<p><u>Networking:</u></p> <ul style="list-style-type: none"> <li>Network with students who have done internships and/or interviewed in various fields.</li> </ul>	<p><u>Networking:</u></p> <ul style="list-style-type: none"> <li>Use membership directories to identify managers in industry and send CV and cover letter to them.</li> </ul>