

# **DEPARTMENT OF ECONOMICS**

## **PLACEMENT INFORMATION PACKET**

### **2022-2023**

#### **INSTRUCTIONS**

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#### **FORMS**

- Placement Checklist
- Intent Form
- Supervisor's Permission
- Candidate's Permission
- Reference Summary Form
- Request for Letter of Recommendation (You'll need 3)

## Timetable for Placement Activities, 2022-2023

<p>May 10 1:00pm 597 Evans</p>	<p><b>KICK-OFF PLACEMENT MEETING:</b> Discussion and introduction of placement information.</p>
<p>JUNE 10</p>	<p><b>DEADLINE</b> to give <i>preliminary</i> notice of intent to be on the job market.</p>
<p>SUMMER 2022</p>	<p><b>JOB MARKET PAPER (JMP):</b> The time between now and November 1 is a critical time in your graduate school career. The time committed to your JMP will often feel overwhelming and we understand the pressure. By the time you release the paper, ideally November 1, it must be polished, and look ready to submit to a journal. You need not have done absolutely everything that could be done on the subject, but the paper cannot contain any obvious holes. It is strongly advised to show drafts to your committee members on a regular basis, obtain feedback and provide them evidence in order to write their recommendation letters. Prepare ample time to polish and tidy up your paper, it often takes longer than expected. A helpful exercise is to allocate what you think is a reasonable time to this process, then double it. Remember to take care of yourself through the writing process.</p>
<p>JULY 1</p>	<p><b>SEMINAR ARRANGEMENTS:</b> Contact the faculty member(s) organizing the seminar(s) appropriate for your work. Ask for a time slot in the fall. You really need a full 90-minute time slot; if the organizer suggests you share a slot with another student, please let the Placement Chair know. The optimal time depends on the state of your paper. If it is going to be in rough form in the early fall, it is advised to schedule the seminar in September or early October, so that you will have time to revise the paper with the feedback received before it is necessary to send it. If your advisors tell you the paper is in good shape, it may be better to present it in November, when it is more polished, because this will provide a better rehearsal for your interviews and fly-outs.</p>
<p>AUGUST 23</p>	<p><b>DEADLINE</b> to contact faculty to request letters of recommendation.</p>
<p>AUGUST 24 1:00pm 597 Evans</p>	<p><b>PLACEMENT MEETING:</b> All students planning to be on the Job Market must attend this meeting. Students interested in learning more about the placement process are also welcome to attend. Zoom for those who are not able to attend: <a href="https://berkeley.zoom.us/j/95062110046">https://berkeley.zoom.us/j/95062110046</a></p>
<p>EARLY SEPTEMBER</p>	<p><b>HOTEL RESERVATIONS</b> for AEA meetings in January: If you decide to reserve a hotel room in New Orleans, LA for the meetings, make your reservations as soon as the information becomes available on the AEA website. Competition for rooms in the best-located hotels will be very intense.</p>
<p>SEPTEMBER 7</p>	<p><b>DEADLINE</b> to give <i>final</i> notice of intent to be on the job market.</p>
<p>SEPTEMBER 7</p>	<p><b>DEADLINE</b> to submit the following forms electronically: Supervisor Permission Slip Candidates Permission Slip Copies of Letter of Recommendation Form submitted to each of your recommenders Reference Summary Form Copy of GSI Awards (if applicable)</p>
<p>SEPTEMBER 14</p>	<p><b>DEADLINE</b> to meet with the Placement Chair to discuss draft of job market paper and first draft of CV. Come to the meeting with your first draft.</p>
<p>SEPTEMBER 15 3:00pm</p>	<p><b>PLACEMENT MEETING:</b> Submitting applications &amp; letters of recommendation</p>

597 Evans

~ OCTOBER  
(TBD)

**WELLNESS ON THE JOB MARKET: Managing stress and anxiety**  
Dr. Amy Honigman

OCTOBER 1

**DEADLINE:** send a preliminary final draft of your job market paper to your advisors

OCTOBER 8

**FINAL DATE** to be taken off the roster. If you are not going to be ready, get your name off the roster!

**DEADLINE:** Final date to post a PDF version of approved CV to your professional website. Email approved CV in pdf format to [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu).

OCTOBER 26

**TARGET DATE** for faculty to email Letters of Recommendation to the Graduate Office. Some letters will be late but they should be coming in around this date.

NOVEMBER 1

**Placement Website goes live.**

NOVEMBER 1

**ROSTER E-MAILED:** Roster containing information about each candidate with attached vitae will be emailed to approximately 400 academic institutions and 50 non-academic institutions.

NOVEMBER 1

**DEADLINE:** Final job market paper ready for applications

**EARLY  
NOVEMBER**

**SUBMISSION OF APPLICATION:** Your applications (based on JOE listings) should be submitted, ideally, on November 1. Note that letter of recommendation submissions will be completed based upon faculty submission to the Placement Office.

NOVEMBER 30  
1:00pm

648 Evans

**PLACEMENT MEETING:** Interviews and Fly-outs

DECEMBER

**SCHEDULE INTERVIEWS:** Most students should accept all interviews offered. The ideal number is 12-20. You can go above 20 if you are able to schedule many of them in early January. If you reach 12 interviews early in the process, discuss strategy for accepting additional interviews with the Placement Chair. It is fine to politely decline an interview if your schedule is full, but there is no polite way to cancel an interview once you have scheduled it. Allow sufficient time between interviews: the minimum is 15 minutes if they are in the same hotel, longer if you must travel from one hotel to another.

NOVEMBER 30 -  
DECEMBER 4

**MOCK INTERVIEWS**

LATE DECEMBER

**DEADLINE** to enter the AEA interview schedule onto an online scheduling system.

JANUARY 4-5, 2023

**PREP FOR AEA MEETINGS** – Held in New Orleans, LA on January 6-8, 2023.

JANUARY 5

**DAY BEFORE OFFICIAL START OF MEETINGS:** Some interviews may be scheduled on this day.

JANUARY 6-8

**AEA MEETINGS:** January 6 and 7 are the main days for the meetings, and for interviews. The official meetings end around noon on the 8th, but interviews may continue until mid-afternoon.

JANUARY 9

**BE AT YOUR HOME BASE:** Usually, this will be Berkeley. Don't take time off for a vacation, as fly-outs can begin immediately. Above all, make sure you can monitor your email and voicemail twice a day, and respond immediately when someone contacts you to signal interest.

JANUARY-MAY

**FLY-OUTS:** Now, you wait to hear back which can be agonizing. Remember to take care of yourself through this process. Many students wait for weeks with no action, then suddenly get a half-dozen

fly-outs scheduled in the course of a few days. Try to get work done on your dissertation while you are waiting. Once the first invitation comes in, contact the Placement Chair *immediately*; the two of you will work out a strategy for using this initial invitation to generate additional fly-outs. Do not schedule fly-outs too closely. It is impossible to do fly-outs in different cities on successive days. Even if two institutions are in the same city, it is much better to have a day off in between if at all possible.

**OFFERS:** As soon as you get your first offer, contact the Placement Chair *immediately* to work out a strategy for negotiating over terms, dealing with deadlines, and using the offer(s) you have to generate other offers.

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#### EARLY MARCH

**AEA JOB SCRAMBLE:** Occasionally prospective employers of new Ph.D. economists exhaust their candidates before hiring someone during the winter/spring "job market" period. Similarly, new economics Ph.D.'s seeking a job sometimes find that all of the prospective employers with whom they have interviewed have hired someone else before they have secured an appointment. To address these problems, the AEA has established a "Job Market Scramble" website to facilitate communication between employers and job seekers. In early March employers that continue to have an available position advertised in Job Openings for Economists (JOE) prior to February 15 may post a short notice of its availability (with a link to the JOE listing). Similarly, new or recent economics Ph.D. job seekers still looking for a position may post a short announcement of their continued availability, with a link to their application materials (C.V., papers, and references). The web site will open for viewing only to those who have registered for this service.

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## GENERAL INFORMATION JOB MARKET 2022-2023

### COVID-19 IMPACT STATEMENT

We are mindful for the great impact the COVID-19 pandemic has had on the world and as thus we will aim to provide flexibility (re: deciding on being placed in the job market) where possible. Professor Ben Handel, Placement Chair, will address this and any other issues during the kickoff meeting.

### ELIGIBILITY CRITERIA

- Ph.D. candidates who have passed the oral qualifying examination and advanced to candidacy.
- The student's dissertation advisor must certify that the thesis will be completed by August 2023.
- Students must have a *polished* job market paper ready for review by faculty in October (most faculty will not write letters without reading the job market paper first) and a final version for mailing in the beginning of November. The paper must look done, and ready to submit to a journal. It must be well written. The *introduction* must clearly indicate (1) the problem addressed; (2) why it is interesting; (3) what methods were used to address the problem; and (4) the main conclusions. You should be giving the members of your committee updated versions of the paper on a regular basis, beginning in the summer.

### APPLICATION LETTER (*Sample follows*)

You are required to submit an application letter with every application packet you submit while on the job market. Your letter must be specific in terms of your interests and qualifications and should include the following information:

1. A statement that you wish to apply for the position. Describe the position unambiguously (for example, the Assistant Professor position in economic demography you advertised in JOE). If you were asked to apply, state the source (for example, Professor X asked me to submit an application).
2. A brief description of your background.
3. An identification of areas of special interest relevant to the specifics of the position.
4. A one paragraph description of your main job market paper.
5. A short description of other work you are involved with and which might help your application.
6. A statement that you will be available for interviews at the AEA meetings.
7. Mention that letters of recommendation will be forwarded by our placement office.

### APPLICATIONS

Application packets emailed by the student should include your application letter, a CV, and your job market paper. You may include other written work if it will enhance your application. Do not send out term papers, senior theses, etc. unless you want employers to judge you based on them (hint: with very rare exceptions, you do not want them to do so). Don't include teaching evaluations and transcripts unless they are specifically requested in the advertisement. You should begin submitting as soon as possible after November 1, but no later than November 15; each day's delay after November 15 can cost interviews. It is essential that your packets arrive at the institutions before Thanksgiving. Responses to ads in the December JOE should be submitted within 24 hours of the appearance of the ad.

### REQUESTS

As a result of consultation with faculty, an institution may solicit an application from you. Often, you will be asked to submit an application to a different (email) address from the one listed in the ad. Unless the address is

*identical*, you must submit a second application in order to ensure you will be considered. As a matter of courtesy, it is essential that you submit applications to any institution that solicits them.

## **INTERVIEWS AT AEA MEETINGS**

Job market candidates will be contacted (mostly in December) by prospective employers to arrange for interviews at the AEA meetings in January. Most students should accept all interviews offered. However, you should not over-schedule yourself. The ideal number of interviews is 12-20; you can schedule up to about 30 interviews provided that you are able to move many of them to the day before the meetings or the last day of the meetings. In scheduling, allow enough time to get between interviews, which are often in hotels far apart. Allow a minimum of 15 minutes between appointments in the same hotel, more for appointments in different hotels. If your schedule is becoming too crowded, consult immediately with the Placement Chair to help decide whether to accept interviews. You can decline interviews if you do so politely; there is no polite way to cancel an appointment after you have scheduled it.

Be aware that the AEA meetings are an extremely stressful few days. Give some thought as to how your body typically responds to stress and try to plan accordingly. Students in previous years have experienced sleeplessness, loss of appetite, and nausea. Depending on how your body copes with stress, it may be necessary to talk to a doctor about a safe, effective way to address some of these ahead of time. Remember, self-care!

## **MOCK INTERVIEWS**

To practice for interviews at the AEA meetings, the Placement Chair will arrange mock interviews for the first week of December.

## **ON CAMPUS INTERVIEWS**

Recruiters from several organizations such as the IMF, the Board of Governors of the Federal Reserve System, the Federal Reserve Bank (from several locations), as well as several schools visit the Berkeley Campus. Candidates are encouraged to take advantage of these visits and sign-up for interviews. Some of these interviews are quite early so it is imperative that you submit the required material to the Placement Office by the stated deadlines. You will be informed of interviews via email. Most of the above named institutions will select from the roster the students they want to interview.

## **FLY-OUTS**

After the AEA meetings, you can expect to receive invitations from prospective employers for a follow-up interview and to give a seminar. The following guidelines are suggested for fly-outs:

1. As soon as the meetings are over, return to your home base (usually, but not always, Berkeley). Do not plan to take a few days off, and ensure you have access to your email and voicemail.
2. Please make sure that the recruiters have your mobile and, if applicable, your office phone number and email address.
3. As soon as you get your first request for a fly-back, immediately inform the Placement Chair, who will advise you on how to use this to generate additional fly-outs.
4. Most fly-outs will begin with breakfast and go through dinner. For this reason, it is impossible to do fly-outs at different institutions on consecutive days, unless they are in the same city; even then, it is much better to have a day off if at all possible. Ask for a schedule in advance, so you know what to expect.
5. It is generally best to take your own laptop computer and a back-up of your slides on a USB memory; as a second back-up, email the file to yourself and leave it in your inbox, so you can use webmail to download it if all else fails.
6. Ask what expenses will or will not be covered by the interviewing institution or will be shared with other interviewing institutions. In many cases, you will have to wait two or three months for reimbursement, so make sure you have sufficient liquid resources.
7. Inform the Placement Chair of your fly-outs and where you can be reached at any given time during your absence from campus.

## **JOB OFFERS**

Job offers can come as early as late January and as late as April or May. As soon as you get your first offer, consult the Placement Chair, who will help you work out a strategy to use this offer to try to generate additional offers, and to deal with deadlines. After an offer is made, most employers will give the candidate a reasonable amount of time—one or two weeks—to consider the offer. Moreover, it is often possible to negotiate an extension. However, some employers will offer very short deadlines and/or refuse extensions. Do not simply allow a deadline to pass; either ask for an extension approximately three business days before the expiration, or decline the offer. Be aware that if you do not accept an offer by the deadline (with any extensions that have been granted), it is extremely unlikely you will be able to resurrect the offer later. Once an offer has been accepted, the applicant should notify all potential employers with whom s/he has negotiated that s/he is no longer available. Please inform both the Placement Office and the Placement Chair immediately when you accept a job offer.

**AEA JOB SCRAMBLE** <http://www.aeaweb.org/joe/scramble/>

Occasionally prospective employers of new Ph.D. economists exhaust their candidates before hiring someone during the winter/spring "job market" period. Similarly, new economics Ph.Ds. seeking a job sometimes find that all of the prospective employers with whom they have interviewed have hired someone else before they have secured an appointment. To address these problems, the AEA has established a "Job Market Scramble" website to facilitate communication between employers and job seekers. In early March employers that continue to have an available position advertised in Job Openings for Economists (JOE) prior to February 15 may post a short notice of its availability (with a link to the JOE listing). Similarly, new or recent economics Ph.D. job seekers still looking for a position may post a short announcement of their continued availability, with a link to their application materials (C.V., papers, and references). The website will open for viewing only to those who have registered for this service.

**WORKING WHILE ON THE JOB MARKET**

Be cautious about accepting GSI appointments due to the nature of a teaching position and potential conflicts. Being on the job market is not a legitimate excuse for absence from section. *We recommend that you do not accept a GSI appointment in the spring semester when you are traveling, unless there is a compelling financial need.* If you do accept a GSI position in the spring, it is your responsibility to find adequate and fair coverage. This means asking a fellow GSI to cover any of your office hours and sections you will miss, in addition to scheduling additional office hours to ensure your students can contact you.

**DON'T GET DISCOURAGED**

Keep in mind that the market changes not only from year to year, but from day to day. Also remember that the market works differently for each student, each institution, and for each field.

## SERVICES TO EXPECT FROM THE PLACEMENT OFFICE

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1. Advising of students on every aspect of the job market and arranging informational meetings.
2. Review of all curriculum vitae (CV) with the Placement Chair.
3. Review letters of recommendation in collaboration with the Placement Chair.
4. Maintenance of candidates' files, which include letters of recommendation, CV, and all required e-forms.
5. Emailing of a placement roster to approximately 400 academic departments and 50 private sector organizations across the country.
6. Posting of each job market candidate's personal webpage on the department's website.
7. Emailing and uploading letters of recommendation when requested by candidates, recruiting institutions, or the Placement Chair.
8. Informing students of requests for mailings not originated by the candidate.
9. Arrangements for on-campus interviews with visiting recruiters.
10. Job announcements received by Graduate Student Services will be forwarded via email.
11. A department representative is present at the AEA meetings to assist students.

## CANDIDATE'S RESPONSIBILITIES

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*Please read carefully to avoid any confusion about your responsibilities while on the job market.*

1. It is **your** responsibility to meet all the deadlines. *If you miss deadlines you run the very real risk of not being included in our placement roster and thus severely limiting your exposure.*
2. Stay in contact with the Placement Office and Placement Chair if you expect help in any way. Make sure to check your email account frequently(!) for the duration of the placement process. Inform the Placement Office if there are any demographic changes (eg: email, phone number).
3. Order official electronic transcripts from the Office of the Registrar and send them to jcarolm@berkeley.edu. It is recommended to send yourself a copy as well.
4. Collect a complete set of your teaching evaluations for yourself and email to jcarolm@berkeley.edu. If you do not have your evaluations, email the Placement Assistant to request electronic copies.
5. Make arrangements to present your job market paper in a seminar. You should begin this process July 2. Discuss your job market paper with your advisor and the professor in charge of the seminar in your field.
6. Ensure your letters of recommendation are received by the Placement Office by the October 26 deadline so that changes (if necessary) may be made in a timely fashion. Make an early appointment with the faculty you expect to write a letter for you. If, for some reason, the faculty will not write a letter for you by the stated deadline you need to inform the Placement Office and let us know why (paper not completed, has not read the paper yet, etc.)
7. Make an appointment with the Placement Chair to discuss your CV. Set-up your CV according to the department template. It is not mandatory to follow the template to a "T"; it serves as helpful guidelines. Submit to the Placement Office and Placement Chair for review.
8. Upload a PDF version of your approved CV to your personal website.
9. Create and maintain your personal website.
10. Keep copies of all forms and correspondence for your records.

**If you returned the intent form with a definitely yes and then decide to withdraw from the job market, you must let the Placement Office know immediately.**

# INSTRUCTIONS FOR CV FOR INCLUSION IN THE ROSTER

**DEADLINE: September 7, 2022**

Please email a first draft of your CV to the Placement Office and Placement Chair by September 7, 2022 to ensure that your CV is included in the job market roster. Some people think they increase their chances for jobs by loading their CV up with lots of “stuff.” They are wrong. An employer will spend a limited amount of time reviewing a CV, and if you hide the good stuff by including a lot of marginal stuff, they may overlook what will make them want to interview you.

## TEMPLATE

CVs which will be part of the job market roster must use the department’s standard one page format (*Sample follows*). CVs which do not conform to this format will not be included in the roster. All students must use Word not only to avoid conversion problems but to guarantee a standard appearance. The CV template will be sent to the placement listserv in August.

## DESIRED TEACHING AND RESEARCH FIELDS

Do not list more than three fields for each category (primary and secondary). It is very important to decide how you are going to sell yourself and the fields you list will be the determinant. You should discuss this thoroughly with your dissertation advisor and the Placement Chair. Once you decide on your fields and the CV has been mailed with the roster, you cannot change them. You need to use broad, widely-recognized fields, especially in the primary fields; if you describe your interests too specifically, employers will think you can’t teach the bread-and-butter classes in your field. You can be a little more specific in the list of secondary fields.

## FIELDS OF CONCENTRATION

These are the fields in which you took your field exams.

## OTHER REFERENCES

List the names of professors you asked to write a letter for you. These are usually professors from your Orals Committee or Dissertation Committee, but you also may opt for another professor who knows you better and has worked with you. Employers require three letters of recommendation. Do not use more than three letters unless you have a specific reason for the additional letters that you have discussed with the Placement Chair. Adding more letters increases the chances that you will have a lukewarm letter; if this happens it will hurt your chances. Remember, you definitely have to have letters from those professors you name on your CV. If you decide to add a letter later on, you have to mention that in your letter of application.

## DISSERTATION TITLE

Give the main title of the dissertation and, if you choose to, the titles of the chapters or essays. Do **not** list the dissertation again under “Papers”. Indicate which one is your job market paper.

## COMPLETION DATE

If you have already filed your dissertation change “Expected Date of Completion” to “Degree Conferred”.

## PRE-DOCTORAL STUDIES

List your most recent degree first.

# INSTRUCTIONS FOR CV FOR INCLUSION IN THE ROSTER

**DEADLINE: September 7, 2022**

## PROFESSIONAL EXPERIENCE

**Current Position:** do not list GSI or GSR positions on campus, just outside jobs.

**Research:** The first line should state the title of your job, the department-university/or company and date (optional); the second line - slightly indented - should state the name of the professor with whom you did your research, and a short description of the kind of research performed. List most recent jobs first.

*Sample:* Research Assistant, Department of Economics, U.C. Berkeley (2008)

Empirical data research with Professor D. Duck on market-to-book values in manufacturing, and on the causes of mergers in the automobile industry.

**Teaching Experience:** List all jobs, but if you were a GSI or GSR at Berkeley for the same department several times, then list the department only once. You may give the different topics you taught (names of the courses, not numbers). The first line in this category should be your title, the department and date (optional). The second line - slightly indented - should list the courses. List most recent jobs first.

*Sample:* Teaching Assistant, Department of Economics, U.C. Berkeley (Fall 2018-Spring 2020)

Introduction to Economics, Intermediate Microeconomics, Graduate Econometrics

## PUBLICATIONS

List the most recent paper first. List only papers already published or papers accepted for publication.

*Sample:* "Divorce and Women in the Labor Force" (with Professor Clair Brown), *Labor Economist* 56(1998), 66-69.

## PAPERS

List titles of essays, working papers, or papers presented *only if* they will be available for November mailing and having them in your packet will enhance your chances of an interview. You may also list chapters or essays of your dissertation but only if you do not list them under *Dissertation Title*. Do not list term papers or other early work that you do not intend to submit for publication; if you list a paper, some institutions will request it, and when they see it was a second-year paper, it will look really bad.

## LANGUAGES

Omit this section if English is the only language, but always include English if listing other languages. If you include an adjective to describe your level of proficiency such as beginning, intermediate or advanced, always describe English as fluent.

## CITIZENSHIP

We recommend you include your citizenship. If you have a green card but are not a U.S. citizen, indicate your citizenship and add "U.S permanent resident." If you are here on a temporary visa, we recommend you do not indicate whether it is an "F" or "J" visa.

# PERSONAL WEBSITE ON THE DEPARTMENT WEBSITE

**DEADLINE: *October 8, 2022***

In order to have your CV included in the emailed packet of job market candidates, convert the MS Word document to PDF and email the PDF version to [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu) by October 8, 2022.

While it is **not** required that your CV is included in the packet, it is in your best interest to do so as prospective employers use the roster in addition to your professional website. You will have much less visibility if your CV is not included.

Web CV's may differ slightly from the CV which is included in the roster, but may not contain conflicting information. As you are free to go over the one-page limit for the CV that is posted to the web you may wish to include information not included on the CV for the roster or expand on information. Please be sure to provide active links in your PDF CV to papers listed that are available on the web and to your own website if you have one (instructions on next page) in addition to hyperlinking all email addresses listed.

You may include your home address and phone number on the CV that you submit for posting to the roster, but please be advised that emailed CVs could become accessible to the public and are not password protected. While posting contact information may be helpful to prospective employers it certainly compromises your privacy. You may consider including a cell phone number if you're comfortable (previous market candidates have recommended a temporary Google phone number), or posting your home phone number only. Do not include your address.

## INSTRUCTIONS FOR LETTERS OF RECOMMENDATION

It is your responsibility to contact faculty and make sure that your letters of recommendation are received on time. The deadline for faculty to submit letters of recommendation to the Placement Office is **Wednesday, October 26, 2022**. Employers require three letters. In most cases, it is better not to have more than three letters, as it increases the chances that one of your letters will come across as lukewarm. However, there are situations in which a fourth letter writer can add something to your file that the other writers cannot address. If you are considering having more than three letters, discuss the considerations involved with the Placement Chair.

Given the majority of job postings require letters of recommendation via email, unique links, JOE, or Interfolio, faculty letters will be submitted to the Placement Office electronically. Please be patient with the Placement Office once applications kick-off as they tediously upload LORs.

- Contact faculty in person to ask for letters of recommendation. You should do this as early as possible, but no later than **Tuesday, August 23, 2022**. Your thesis advisor must write a letter, but, even though it is seldom done, you may choose other faculty than those on your thesis committee to write the remaining letters. *The names of faculty writing the letters must correspond to the names of references on your curriculum vitae.* Please inform the Placement Office immediately if for some reason your letter/s cannot be written by the deadline (late orals, job market paper not far enough along etc.) and provide an estimated date of when we can expect the letter to avoid reminding faculty unnecessarily.
- Find out from the faculty if they might be away part or all of the fall semester and ask for absence dates and contact information during that time (address, phone number, e-mail, fax number).
- After you have talked to the faculty member, and the faculty member has agreed to write a letter of recommendation, complete the "Letter of Recommendation" form and give each of your references the original providing the Placement Office with a copy.
- Complete the Reference Summary Form with the appropriate information for each of your references and submit this form to the Placement Office no later than **Wednesday, September 7, 2022**.

UNIVERSITY OF CALIFORNIA AT BERKELEY  
DEPARTMENT OF ECONOMICS PLACEMENT

**PRIVACY NOTICE**

Persons seeking employment with your institution who have attended the University of California at Berkeley may have waived their rights to inspect and review some or all of the letters of recommendation contained in this file.

California law does **not** permit the University to reveal to you whether a waiver has or has not been executed. Recommendations contained in this file may have been submitted in confidence. We ask you not to show them to the person seeking employment and do not discuss their content in any way that would permit the person seeking employment to identify the letter writers.

State and Federal privacy laws provide that certain letters in this placement file may only be disclosed to you on the condition that you will not show them to any other party without the written consent of the person seeking employment, except that they may be shown to your officers, employees, and agents for the purpose of determining whether or not to employ that person

## ONLINE JOB RESOURCES

- Job Openings for Economists (JOE)  
<http://www.aeaweb.org/joe/>
- AEA Economics Job Scramble  
<http://www.aeaweb.org/joe/scramble/>
- The Association for Public Policy Analysis and Management (APPAM) lists mainly jobs in public policy schools, public policy consultant agencies, and government jobs.  
<http://www.appam.org/>
- Academy of Management Placement Service requires that you be a member. These listings are most useful to those looking for jobs in Business Schools.  
<http://aom.org/placement/>
- Financial Management Association  
<http://www.fma.org/>
- Chronicle of Higher Education lists mainly research and teaching jobs, but is also strong on academic administration jobs. Variety of fields, and covers small to large schools.  
<http://chronicle.com/jobs/>
- The Royal Economic Society runs its own version of JOE (UK-JOE). This may be useful for those interested in the UK.  
<http://www.res.org.uk/view/jobListings.html>
- The Social Science Research Network job listing focuses almost exclusively on academic positions, but includes both US and international jobs with the US listings most likely replicating much of JOE.  
[http://www.ssrn.com/update/ern/ernjob/ern\\_job.html](http://www.ssrn.com/update/ern/ernjob/ern_job.html)
- INOMICS, The Internet Site for Economists, posts job openings and is neither limited to a certain subject or geographical area nor to certain position levels.  
<http://inomics.com/jobs>

**STUDENT NAME**

**email address**

**homepage**

**BUSINESS ADDRESS:**

Department of Economics  
530 Evans Hall, #3880  
Berkeley, CA 94720-3880

**DESIRED RESEARCH AND TEACHING FIELDS:**

**PRIMARY**

Microeconomics  
Industrial Economics  
Public Policy

**SECONDARY**

Consumer Policies  
Regulation  
Economic Psychology

**FIELDS OF CONCENTRATION:**

Industrial Organization, Public Policy

**DISSERTATION TITLE:** "New Appliances Every Year? - Consumer Manipulation or Real Need"

Expected Date of Completion: May 2005  
Principal Advisor: Professor Danielle Klainberg  
Other References: Professors Todd Benson and Cathleen Bell

**PRE-DOCTORAL STUDIES:**

Boston University  
Santa Clara College

**DEGREE**

M.A.  
B.A.

**DATE**

2008  
2006

**FIELD**

Economics  
European History

**PAPERS:** (*tip: add abstract below title*)

- Calculation of Consumer Demand and Prices@ (Job Market Paper)
- Do Consumer Habits Dictate Production or vice versa?@ (in preparation)
- Are We Encouraging Consumer Manipulation?@ Working paper #223, Department of Economics, UC Berkeley, 2009
- The Economic Consequences of Consumer Manipulation@

**PROFESSIONAL EXPERIENCE:**

**CURRENT POSITION:**

Research Associate, Brookings Institution, Washington, D.C. (2006 - 2008)  
Research on consumer policies.

**RESEARCH:**

Research Assistant, Department of Economics, U.C. Berkeley (2010)  
Empirical data research with Professor D. Duck on market-to-book values in manufacturing, and on the causes of mergers in the automobile industry.  
Research with Professor T. Tom on the devaluation of the dollar and its effect on import policies.  
Summer Intern, International Monetary Fund, Washington, D.C (Summer 2009).  
Research on price regulation in Oman.

**TEACHING:**

Teaching Assistant, Department of Economics, U.C. Berkeley (Fall 2009- Spring 2011)  
Introduction to Economics, Intermediate Microeconomics, Graduate Econometrics.

**PUBLICATIONS:**

"Consumer Rationality and the Role of Advertising"  
With Professor D. Duck, *Journal of Consumer Economics*, vol. 130 (2), 1990 (or when applicable use forthcoming).

**FELLOWSHIPS AND AWARDS:**

2008 Alfred P. Sloan Fellowship (do not list tuition waivers, only real fellowships like the Berkeley Fellowship)  
2010 Outstanding Graduate Student Instructor Award

**OTHER INFORMATION:**

Affiliations: American Economic Association  
Languages: English, Italian, French -omit if English is the only language, but always include English if listing languages  
Citizenship: Canada

## ***SAMPLE APPLICATION LETTER***

Your Address if you  
are not using letterhead

Date

Professor Jane Economics  
Chair, Personnel Committee  
Department of Economics  
University of Iwanttoworkthere  
Anywhere, CA 94720

Dear Professor Economics:

I wish to apply for the assistant professor position (*be sure to identify the specific job(s) if there is more than one ad*) that you advertised in the October 2022 issue of Job Openings for Economists. I have a strong background in Industrial Organization and Public Policy with a special interest in Consumer Economics. I will complete my Ph.D. degree in Economics from the University of California, Berkeley, in May 2023.

My main job market paper is titled ....and deals with (description).

I am also working on .....

I am enclosing my Job Market Paper and (*optional- any paper you feel would help your application*), my curriculum vitae (*add GSI Evaluations and/or Transcripts if requested in the ad*). Letters of recommendation will be forwarded under separate cover by the departmental Placement Service.

I will be attending the AEA Meetings in Atlanta, GA and will be available for interviews. I can be reached via email at (*include your Econ email address here even though it is listed on your CV*). I can also be reached by telephone at (your phone #) until date 1 and at (second phone # if applicable) after date 2.

I look forward to your response.

Sincerely,

Your Name

## **FORMS**

- Placement Checklist
- Intent Form
- Supervisor's Permission
- Candidate's Permission
- Reference Summary Form
- Request for Letter of Recommendation (3 copies)

# Placement Checklist

September 7 **DEADLINE** to turn in following forms to this google form: <https://forms.gle/dvP3f2j2Q8fZiN827>

- Supervisor Permission Slip
- Candidate Permission Slip
- Copies of the original Letter of Recommendation Form submitted to each of your recommenders
- Reference Summary Form
- Copy of GSI Award (if applicable)

----- Not submitted to google form -----

- Email first draft of your Curriculum Vitae (in MS Word) to Placement Chair and to the Placement Coordinator at [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu)
- One copy of UCB graduate official transcript (order from the Registrar's website or office and **have it mailed to you** - DO NOT OPEN THE ENVELOPE - KEEP IT SEALED.) **Do not send it to the Placement Office.**
- Copy of summary sheet from Teaching Evaluations for each course you have GSI'ed (<http://course-evaluations.berkeley.edu>)

**Note:** If you do not have copies of the teaching evaluation summary sheet(s) and/or your GSI award, please email [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu) with the term, year, and course(s) you taught and/or the year you received the GSI award. The Placement Office will make copies of the documentation to include with your placement file.

Graduate Office  
Department of Economics

Placement Services  
541 Evans Hall

## INTENT FORM

**DEADLINE: *Friday, June 10, 2022***

Name: \_\_\_\_\_

Year entered graduate school: \_\_\_\_\_

Will you be on the job market?

Definitely yes \_\_\_\_\_

Thinking about it \_\_\_\_\_

Not sure yet \_\_\_\_\_

Definitely no \_\_\_\_\_

Term and year completed orals: \_\_\_\_\_

Do you know any Econ students who plan to be on the job market, but were not able to get the information packet?

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

## SUPERVISOR'S PERMISSION

**DEADLINE: *September 7, 2022***

### Eligibility criteria for job market:

Ph.D. candidates who successfully completed their oral examination:

Date (term and year) of oral examination \_\_\_\_\_

The student's thesis supervisor must certify that the thesis will almost certainly be completed by August 2023.

=====

To: Graduate Advisor/Placement Coordinator, 541 Evans Hall

This is to certify that, in my opinion, \_\_\_\_\_  
(student's name)

is ready to enter the job market this year and will be able to accept an appointment for the following academic year. I expect him/her to complete the dissertation

by: \_\_\_\_\_.  
(date)

Signature \_\_\_\_\_  
(Dissertation Supervisor/Thesis Chair) (Date)

Print Name \_\_\_\_\_

## CANDIDATE'S PERMISSION

**DEADLINE: *September 7, 2022***

I hereby authorize the Faculty, Graduate Advisor, and Placement Office of the Department of Economics at the University of California, Berkeley, to:

1. Send my placement materials including, but not limited to, my curriculum vitae, and letters of recommendation to any prospective employer.
2. Discuss my academic performance including, but not limited to, my performance in classes, my teaching ability, the quality of my thesis, and my potential for academic research, with any prospective employer.
3. Allow the Placement Service to include my CV in the job market packet emailed to prospective employers in addition to my personal professional website on the department website.

YES \_\_\_\_\_ NO \_\_\_\_\_ Initial: \_\_\_\_\_

4. I have been advised that the department's placement website is accessible to the public and not password protected. If I choose to post my CV on my website and include personal information such as home phone number, cell phone number and address, I understand that this information will be accessible to the public.

YES \_\_\_\_\_ NO \_\_\_\_\_ Initial: \_\_\_\_\_

(Please consider the matter of confidentiality on #3 and #4 before you make your decision).

Signing this form allows faculty (including the Placement Chair) to discuss your academic performance and your dissertation with any prospective employer and allows the Graduate Advisor and other Placement Office employees to send placement materials to any institution requesting your placement packet without asking your permission each time a request is made.

Signature: \_\_\_\_\_

\_\_\_\_\_ Date

Print Name: \_\_\_\_\_

Graduate Office  
Department of Economics

Placement Services  
541 Evans Hall

**REFERENCE SUMMARY FORM**  
**DEADLINE: *September 7, 2022***

Please fill out and submit or email to the Placement Office. For address, please use campus address. Please be sure to write legibly as this information will be used to contact references if necessary.

**YOUR NAME** \_\_\_\_\_

**REFERENCE 1**

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**REFERENCE 2**

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**REFERENCE 3**

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**REFERENCE 4**

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**REFERENCE 5**

ADDRESS

TELEPHONE

EMAIL

Graduate Office  
Department of Economics

Placement Services  
541 Evans Hall

**LETTER OF RECOMMENDATION**

Student Name: \_\_\_\_\_

**Student:** Complete and submit this form to your faculty references by Tuesday, August 23, 2022 and submit a copy of the completed form to the Placement Office by Wednesday, September 7, 2022.

*This letter of recommendation, submitted in support of your job search during the 2022-2023 academic year, will be kept confidential by the Placement Office of the Department of Economics, UC Berkeley. The Family Education Rights and Privacy Act of 1974 and its amendments, and the California Information Practices Act of 1977 and its amendments, guarantee you access to educational records concerning yourself. You are also permitted by those laws to voluntarily waive that right of access.*

I waive my right of access to the letter of recommendation from \_\_\_\_\_  
(RECOMMENDER NAME)

I do not waive my right of access to the letter of recommendation from \_\_\_\_\_  
(RECOMMENDER NAME)

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

**Recommender:** Please send your letter according to the instructions below by Wednesday, October 26, 2022 to:

PLACEMENT OFFICE  
Janene Vernard  
University of California  
Department of Economics  
541 Evans Hall, #3880  
Berkeley, CA 94720-3880  
510/642-6172, e-mail: [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu)

Due to an increase in the number of job postings requesting letters of recommendation via email, the Placement Office will centrally handle emailing letters of recommendation for job market candidates. To facilitate this, faculty now have the option of submitting letters of recommendation as PDF files via email. While submitting letters as PDF files is preferred practice, the Placement Office will scan letters to create PDF documents for those faculty that choose to submit letters in hardcopy. Instructions for obtaining electronic department letterhead, scanning signatures, and converting documents to PDF are available through the Placement Office.

**GENERAL INSTRUCTIONS**

Please address your letter "To Whom It May Concern:" or "Dear Colleague:" Please DO NOT address the letter to the Placement Coordinator or to the Placement Chair. If for any reason you cannot submit your letter by the stated deadline of November 1, 2022, please inform the Placement Office via email at [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu) as soon as you know, along with the reasons for the delay. In addition, please keep the Placement Coordinator informed of any

special conditions you set for writing the letter such as a completed final version of the Job Market Paper from the student.

### ACCEPTED SUBMISSION FORMATS

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Janene Martinez  
University of California  
Department of Economics  
541 Evans Hall, #3880  
Berkeley, CA 94720-3880  
510/642-6172, e-mail: [jcarolm@berkeley.edu](mailto:jcarolm@berkeley.edu)

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