

DEPARTMENT OF ECONOMICS

PLACEMENT INFORMATION PACKET

2011-2012

INSTRUCTIONS

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FORMS

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

Timetable for Placement Activities, 2011-2012

MAY 3 5PM 639 Evans	KICK-OFF PLACEMENT MEETING: Distribution of placement information and forms.
JUNE 10	DEADLINE to give <i>preliminary</i> notice of intent to be on the job market.
SUMMER 2011	JOB MARKET PAPER: The time between now and November 15 is the most critical time in your whole graduate school career. You need to work 40 hours a day, ten days a week, six weeks a month to produce the best possible paper. By the time you mail the paper, ideally November 1 but not later than November 15, 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. You need to be showing drafts to your committee members on a regular basis, to obtain feedback and to give them the evidence they will need to write their recommendation letters. It takes far longer than you can possibly imagine to do the polishing and tidying up; when you set up your timetable, allocate what you think is a reasonable time to this process, then triple it.
JULY 1	SEMINAR ARRANGEMENTS: 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 Officer know. The optimal time depends on the state of your paper. If it is going to be in rough form in the early fall, you should schedule the seminar in September or early October, so that you will have time to revise the paper in the light of the comments received before it is necessary to mail 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 flybacks.
EARLY SEPTEMBER	HOTEL AND AIRPLANE RESERVATIONS for AEA meetings in January. Make your hotel reservations as soon as the information becomes available on the AEA website. Competition for rooms in the best-located hotels will be very intense. The interview process will go much better if your room is well-located.
SEPTEMBER 2	DEADLINE to contact faculty to request letters of recommendation.
SEPTEMBER 6 5PM 597 Evans	PLACEMENT MEETING: 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.
SEPTEMBER 16	DEADLINE to give <i>final</i> notice of intent to be on the job market.
SEPTEMBER 16	DEADLINE to turn in following forms to the grad office, 541 Evans Hall: Supervisor Permission Slip Candidates Permission Slip Copies of Letter of Recommendation Form submitted to each of your recommenders Reference Summary Form One original printout of first draft of your Curriculum Vitae (in MS Word) One copy of UCB graduate transcript (order from the Registrar's office and have them mailed to you - DO NOT OPEN THE ENVELOPE - KEEP IT SEALED.) Copy of summary sheet from Teaching Evaluations for each course you have GSI'ed Copy of GSI Awards (if applicable)
SEPTEMBER 16	DEADLINE to complete Oral Qualifying Exam. DEADLINE to meet with Placement Officer to discuss draft of job market paper and first draft of CV.

SEPTEMBER 30	FINAL DATE to be taken off the roster. If you are not going to be ready in time, get your name out of the roster!
OCTOBER 5	PLACEMENT MEETING: Mailing your application packets
<i>5PM 597 Evans</i>	
OCTOBER 17	DEADLINE: Final date to forward PDF version of CV to pallen@econ.berkeley.edu for posting on web.
OCTOBER 21	ROSTER MAILING: Roster containing information about each candidate with attached vitae will be emailed to approximately 400 academic institutions and 50 non-academic institutions.
OCTOBER 21	Placement Website goes live.
OCTOBER 31	DEADLINE for faculty to turn in Letters of Recommendation to the grad office, 541 Evans.
EARLY NOVEMBER	MAILING OF APPLICATION PACKETS: Your applications (based on JOE listings) should be mailed, ideally, on November 1, but no later than November 15. Each day's delay beyond November 15 will cost you interviews.
DECEMBER 7 <i>5PM 597 Evans</i>	PLACEMENT MEETING: Interviews and Fly-backs
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 on January 7 and January 8. If you reach 12 interviews early in the process, discuss strategy for accepting additional interviews with the Placement Officer. 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.
DECEMBER 5-9	MOCK INTERVIEWS
LATE DECEMBER	DEADLINE TBA to enter AEA interview schedule onto online scheduling system.
JANUARY 4	FLY TO AEA MEETINGS – Held in Chicago, IL.
JANUARY 5	DAY BEFORE OFFICIAL START OF MEETINGS: Some interviews will 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 5th, but interviews may continue until mid-afternoon. It is safe to book a flight departing late afternoon of the 8 th
JANUARY 9	BE AT YOUR HOME BASE: Usually, this will be Berkeley. Don't take time off for a vacation, as fly-backs can begin immediately. Above all, make sure you can monitor your e-mail and answering machine twice a day, and respond immediately when someone contacts you; if you delay in getting back to an institution, they will think you are not interested.

JANUARY-MAY

FLY-BACKS: Your first task will be biting your nails until the first fly-back invitation arrives. This is a horrible time, so try to resist the temptation to go crazy. Many students wait for weeks with no action, then suddenly get a half-dozen fly-backs 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 Officer *immediately*; the two of you will work out a strategy for using this initial invitation to generate additional fly-backs. Do not schedule fly-backs too closely. It is impossible to do fly-backs 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 Officer *immediately* to work out a strategy for negotiating over terms, dealing with deadlines, and using the offer(s) you have to generate other offers.

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" web site 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.

GENERAL INFORMATION JOB MARKET 2011-2012

ELIGIBILITY CRITERIA

- Ph.D. candidates who have passed the oral qualifying examination by **September 16, 2011**.
- The student's dissertation advisor must certify that the thesis will be completed by August 2012.
- 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 send out 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 mailed 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 for this particular job. You should begin mailing as soon as possible after November 1, but no later than November 15; each day's delay after November 15 will cost you interviews. It is essential that your packets arrive at the institutions before Thanksgiving. Responses to ads in the December JOE should be mailed 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 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; interviews are rarely scheduled at the meetings, and only by lower-ranked employers. 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, you need to 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 Officer 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.

Forms for planning your interviews are available on the Placement website. In late December (deadline TBA) you must transfer the data from your interview schedule to the department's online scheduling system so the Placement Assistant can compile the master list for the AEA meetings. You will get detailed information about this online scheduling system in early December.

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 so as to minimize any negative affects on your performance during interviews. Students in previous years have suffered from 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 deal with some of these ahead of time to insure your best performance during the meetings.

MOCK INTERVIEWS

To practice for interviews at the AEA meetings, the Placement Officer will arrange mock interviews for the week of December 6th.

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 this 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 and sign-up sheets will be posted on the door of 541 Evans Hall. Most of the above named institutions will select from the roster the students they want to interview.

FLY-BACKS

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-backs:

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 do not ever lose access to your e-mail and your answering machine.
2. Please make sure that the recruiters have your home and if applicable your office phone number as well as your E-mail address. It is inefficient to route requests through the front office or the Placement Office.
3. As soon as you get your first request for a fly-back, immediately inform the Placement Officer, who will advise you on how to use this to generate additional fly-backs.
4. Most fly-backs will begin with breakfast and go through dinner. For this reason, it is impossible to do Fly-backs 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.
5. You should ask for a schedule in advance, so you know what to expect.
6. These days, all job candidates use computer projections. The technology has become quite reliable, but it is still a good idea to carry a set of overhead projector slides as a fail-safe back-up. 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 in-box, so you can use web mail to download it if all else fails.
7. 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.
8. Inform the Placement Chair of your fly-backs 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 Officer, 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 Officer 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.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" web site 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.

WORKING WHILE ON THE JOB MARKET

Students on the job market should be careful not to accept GSI appointments without making sure that no conflict will arise with teaching duties. 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 compelling financial need.* If you do accept a GSI position in the spring, it is your responsibility to ensure that your students do not suffer for your absences. 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

1. Advising of students on every aspect of the job market and arranging informational meetings.
2. Review of all curriculum vitae.
3. Review of letters of recommendation in collaboration with the Placement Officer.
4. Maintenance of candidates' files, which include letters of recommendation, CV, copy of official transcript, teaching evaluations, and all required forms.
5. Emailing of a placement roster to approximately 400 academic departments and 50 non-academic institutions across the country.
6. Posting of CV's of each job market candidate on the department's website.
7. Mailing, emailing and uploading of letters of recommendation when requested by candidates, recruiting institutions, or the placement officer with the department providing envelopes and assuming the cost of the mailing.
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 the Graduate Office will be forwarded by email and posted on the placement bulletin board outside the placement office.
11. A department representative (econ grad student) will be present at the AEA meetings to assist students.

CANDIDATE'S RESPONSIBILITIES

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 Officer if you expect help in any way. Make sure you have an e-mail account for the duration of the placement process, **and check it frequently!** Inform the Placement Office if you move or your phone number changes.
3. Order official transcripts from Office of the Registrar (mail to yourself), keep the original and provide the placement office with a copy.
4. Collect a complete set of your teaching evaluations and make copies for yourself and one for the Placement Office. If you do not have your evaluations they are filed in the Graduate Office in 541 Evans.
5. Make arrangements to present your job market paper in a seminar. You should begin this process July 1. Discuss your job market paper with your advisor and the professor in charge of the seminar in your field.
6. Make sure your letters of recommendation are received by the Placement Office by the October 22 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 Officer to discuss your CV. Set up your CV according to the department template and submit to the Placement Office for review.
8. Send a PDF version of your approved CV to pallen@econ.berkeley.edu for posting on the website.
9. You assume all costs for mailing your application packet and for mailing labels including an extra set of labels for the Placement Office. Allow plenty of time for preparing your packets for mailing as it will take longer than you expect.
10. Schedule your interviews and submit your schedule to the Placement Office via the online scheduling system in late December.
11. Keep copies of all forms and correspondence for you 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 16, 2011

Please submit one original printout of a first draft of your CV to the Placement Office by September 17, 2011 to insure 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 looking at the CV, and if you hide the good stuff by including a lot of marginal stuff, they may not see the things that 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. There is a template called “job_cv.doc available in the /accounts/projects/public/jobmarket/ folder on the EML server that students can sFTP into their PC accounts (Park Avenue or Field Research Office T drive).

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 Officer. 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 Officer. 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.

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 (2002)

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 2001-Spring 2003)
Introduction to Economics, Intermediate Microeconomics, Graduate Econometrics

PUBLICATIONS

List 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.

POSTING YOUR CV ON THE DEPARTMENT WEBSITE

DEADLINE: *October 17, 2011*

In order to have your CV posted to the department website, convert the MS Word document to PDF (*instructions follow*) and email the PDF version to pallen@econ.berkeley.edu by October 17, 2011.

While it is **not** required that you post your CV on the department's website it is in your interest to do so as prospective employers use the web roster at least as much as they use the printed roster. You will have much less visibility if your CV is not included on the website.

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 web, but please be advised that CV's posted to the department's website are 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 have one, or posting your home phone number only and not your address.

INSTRUCTIONS FOR CONVERTING TO PDF

To convert a Word document to a PDF file, you must work on a system that has Adobe Acrobat installed on it. All Park Avenue systems and all Field Research systems have desktop icons that launch the Acrobat network license. Because of how Acrobat is licensed on departmental windows machines, extra steps are required to create a PDF file than may be required on your personal computer. The following information and instructions are for converting to a PDF file on departmental windows machines.

On our departmental systems, Acrobat Distiller is configured to:

- be backwardly compatible with Acrobat 3
- embed all fonts

Students who convert from Word to PDF on systems that are not using the department's Acrobat network license, must first check their Distiller configuration so that all fonts are embedded and it is backwardly compatible with Acrobat 3.

To produce a PDF file on a departmental windows machine print the document and select one of the Distiller Printer Drivers ([\\econ182.berkeley.edu\Distiller](http://econ182.berkeley.edu/Distiller)) as the printer. When you 'print' to this device from your MSWord document you will receive a dialog box asking where to save the file. Conventionally this will be your temp directory. End the file name with '.ps' to indicate the PostScript content.

Start Distiller, select the Job Options, and open the PostScript File. Distiller will allow you to choose where to save the output. Check the process log in case there are any errors. The most common error is attempting to use a font that is not available on the Department servers. The second common error is not choosing a suitable job type for the process. Save the file with a pdf extension and then view it in Acrobat Distiller to be sure that there are no problems with it.

Adding Web Links to PDF Documents

Notes by Graham Patterson

Introduction

Adobe Acrobat files (PDF files) have the facility to include active links in the document. These links can be to other locations in the document, or to external web pages. The active link is indicated by a change in the cursor as it passes over the link text, and by optional highlighting.

There are several methods for adding active links. This one is done purely in Acrobat, and does not require any special text or formatting in the original document.

Method

Create your PDF file in the usual way by printing to the Distiller printer driver, saving the .ps file to your machine, and then running Acrobat Distiller to create the PDF file.

Start the full version of Adobe Acrobat. Note that the Reader version and the Netscaping plug-in will not work for this process.

On the left side tool bar is an icon showing two links of chain. Select this tool, which will change your cursor to a cross-hair ('+') shape. Use this cursor to drag a box around the text you wish to link. When you release the mouse button a dialog will appear to allow you to see the link details.

The critical section is selecting the World Wide Web link option in the Action box, and setting the URL using the Edit URL button. The other sections of the dialog alter the way the link appears.

To test the link, save the document, then select the hand tool and click on the link you created. You have the option of loading into Acrobat or a Web browser.

To change the link properties, choose the Link tool and right-click (second mouse button) on the link box. You can use the Properties to change the link, Delete to remove it, or Follow Link to activate it.

Notes

If the PDF file is locked you can prevent people from changing the links. However you do need to keep the track of the password in case you need to edit it.

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 **Friday, October 31, 2011**. 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 Officer.

Given the increase in numbers of job postings requesting or requiring letters of recommendation via email, faculty will be given the option to submit letters of recommendation in electronic format. For faculty that choose to submit hardcopies instead, the Placement Office will scan letters of recommendation to create PDF files. Letters of recommendation will be mailed in hardcopy or emailed as appropriate to all institutions to which you apply.

- Contact faculty in person to ask for letters of recommendation. You should do this as early as possible, but no later than **Wednesday, September 2, 2011**. 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 **September 16, 2011**.

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://www.aomonline.org/aom.asp?id=39>
- 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://newdomino.lbs.ac.uk/econ.nsf/UKJoe/Home>
- 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
- 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://www.inomics.com/cgi/show>
- LSE PhD Presentation Meeting
The aim of this event is to provide a service both for UK economic departments (and few European economic departments) wishing to recruit lecturers, and for PhD students seeking academic jobs either in the UK or elsewhere in Europe. The event will consist of two days of student presentations. Participating departments will be asked to attend these presentations and will also be allocated a cubicle at the conference site during the two days of the meeting in order to arrange individual appointments with participating students.
<http://econ.lse.ac.uk/news/openfiles/resphdpresentation.html>

DAVID M. BOLDEN

e-mail address

homepage

BUSINESS ADDRESS:

Department of Economics
508-1 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

1992
1989

FIELD

Economics
European History

PROFESSIONAL EXPERIENCE:

CURRENT POSITION:

Research Associate, Brookings Institution, Washington, D.C. (2000 - 2004)
Research on consumer policies.

RESEARCH:

Research Assistant, Department of Economics, U.C. Berkeley (2002)
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 2003).
Research on price regulation in Oman.

TEACHING:

Teaching Assistant, Department of Economics, U.C. Berkeley (Fall 2001- Spring 2003)
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).

PAPERS:

A Calculation of Consumer Demand and Prices@ (Job Market Paper)
A Do Consumer Habits Dictate Production or vice versa?@ (in preparation)
A Are We Encouraging Consumer Manipulation?@ Working paper #223, Department of Economics, UC Berkeley, 2001
A The Economic Consequences of Consumer Manipulation@

FELLOWSHIPS AND AWARDS:

2002 Alfred P. Sloan Fellowship (do not list tuition waivers, only real fellowships like the Berkeley Fellowship)
2000 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 Todd Benson
Chair, Personnel Committee
Department of Economics
George Washington University
San Diego, CA 20052

Dear Professor Benson:

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 2011 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 at Berkeley in May 2013.

My main job market paper is titledand 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 Chicgo, IL, 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

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

EXIT CHECKLIST
for students that have completed the job market

1. Submit your Placement Questionnaire to the Economics Graduate Office, 541 Evans Hall, by May 1st.
2. Pay all department bills including printer charges, fax charges and photocopy charges.
3. Clean out your field research office space.
4. Clean out your locker (if applicable).
5. Clean out your mail box. If you want mail that arrives at your student mail box forwarded to your follow the instructions for mail forwarding on the Departmental Resources webpages.
6. In preparation for the closure of your EML account forward your email and download your files. EML accounts will be closed October 15. Contact Rowilma Balza del Castillo at rowilma@econ.berkeley.edu if your account can be removed earlier.

FORMS

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

|

INTENT FORM

DEADLINE: *June 10, 2011*

Name: _____

Year entered graduate school: _____

Will you be on the job market?

Definitely yes	_____
Thinking about it	_____
Not sure yet	_____
Definitely no	_____

Have you taken your orals or are you planning to take them before September 16?

Yes, have taken orals	_____
No, will take them <u>before</u> Sept 16	_____
No, will take them <u>after</u> Sept 16	_____

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: _____

Placement Checklist

Sept 16th **DEADLINE** to turn in following forms to the grad office, 541 Evans Hall:

- ☐ Supervisor Permission Slip
- ☐ Candidate Permission Slip
- ☐ Copies of Letter of Recommendation Form submitted to each of your recommenders
- ☐ Reference Summary Form
- ☐ One original printout of first draft of your Curriculum Vitae (in MS Word)
- ☐ One copy of UCB graduate transcript (order from the Registrar's office and have them mailed to you - DO NOT OPEN THE ENVELOP - KEEP IT SEALED.)
- ☐ Copy of summary sheet from Teaching Evaluations for each course you have GSI'ed
- ☐ Copy of GSI Awards (if applicable)

SUPERVISOR'S PERMISSION

DEADLINE: *September 16, 2011*

(not required from students who have previously been on the job market)

Eligibility criteria for job market:

Ph.D. candidates whose oral qualifying examinations have been taken by September 16, 2011.

Date of oral examination _____

The student's thesis supervisor must certify that the thesis will almost certainly be completed by August 2012.

=====

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 16, 2011*

I hereby authorize the Faculty, Graduate Advisor, and Placement Office of the Department of Economics at the University of California at 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 post my CV on the web-site.

YES _____ NO _____ (Please initial)._____

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 the 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 _____ (Please initial)._____

(Please consider the matter of confidentiality for 3 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: _____

REFERENCE SUMMARY FORM

DEADLINE: *September 16, 2011*

Please fill out and submit 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 / EMAIL _____

REFERENCE 1

ADDRESS _____

TELEPHONE/FAX _____

EMAIL _____

REFERENCE 2

ADDRESS _____

TELEPHONE/FAX _____

EMAIL _____

REFERENCE 3

ADDRESS _____

TELEPHONE/FAX _____

EMAIL _____

REFERENCE 4

ADDRESS _____

TELEPHONE/FAX _____

EMAIL _____

LETTER OF RECOMMENDATION

Student Name: _____

Student: Complete and submit this form to your faculty references by Friday, September 2, 2011 and submit a copy of the completed form to the Placement Office by Friday, Sept 16, 2011.

This letter of recommendation, submitted in support of your job search during the 2011-2012 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 **Friday Oct 31, 2011** to:

PLACEMENT OFFICE
Patrick G. Allen
University of California
Department of Economics
541 Evans Hall, #3880
Berkeley, CA 94720-3880
510/642-0824, e-mail: place@econ.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 has 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 Officer. If for any reason you cannot submit your letter by the stated deadline of October 22, 2011, please inform the Placement Office via email at place@econ.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

1. PDF file which includes university letterhead, a scanned signature and is backward compatible to Acrobat 3.0 emailed to place@econ.berkeley.edu.
2. Hardcopy on university letterhead with original signature mailed to the Placement Office (address above) or hand delivered to 541 Evans Hall.

LETTER OF RECOMMENDATION

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☐ I waive my right of access to the letter of recommendation from _____
(RECOMMENDER NAME)

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Signature of Student _____ Date: _____

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