

**NORTHWESTERN UNIVERSITY**  
**Department of Economics**

Date: September 6, 2011

To: Students on the Job Market  
cc: Economics Department Staff  
Department Assistants in Finance, MEDS, Management and Strategy

From: Aviv Nevo, Director of Graduate Placement

---

**INSTRUCTIONS FOR STUDENTS ON THE JOB MARKET**

New for 2011: Photocopier codes good for both copying and printing
--

**INSTRUCTIONS FOR STUDENTS REGISTERED IN ECONOMICS**

- September 20** Students planning to be on the job market should attend an introductory meeting at 5:00PM in the Department's lecture room (Andersen 3245).
- September 23** A completed draft of students' job market papers should be in the hands of their Ph.D. committee members.
- October 1** Individual printing/photocopy accounts will be set up and be in operation until the end of December. Codes will be established on both photocopy machines, and can be used for both photocopying and printing. Individual code numbers can be obtained from the main office. The Department will bear the cost for 5,000 copies. Any copies made in excess of 5,000 will be billed to the student at a price of 6¢ a page.
- Early October** Job market candidates will have accounts established on Northwestern's *Depot* web server [www.at.northwestern.edu/depot/](http://www.at.northwestern.edu/depot/) for your personal placement home page. To present the best possible uniform image for our students, you **must** use our standard template for your home page. We will not link to any home pages that are not in standard format. Instructions for accessing the standard template and how you can edit it are at: [www.econ.northwestern.edu/phd/current3.html#web](http://www.econ.northwestern.edu/phd/current3.html#web)  
You will need to post your vita and have your site prepared (but not necessarily post your job market paper) by October 12, and have all aspects of your site (including the job market paper) ready by October 28.
- October 7** Students must leave in the mailbox of Professor Nevo in room 302 a hard copy of (1) their vita, and (2) the abstract and introduction to their job-market paper. There are many of you so please: (a) no e-mail attachments; (b) only abstract and introduction (not the whole paper) and (c) only one paper. Students must prepare their vita using the standard MS Word template found on our web site. Full instructions can be found in the "Information for Current PhD Students" section of the Economics Department's web site at: [www.econ.northwestern.edu/phd/current3.html#vita](http://www.econ.northwestern.edu/phd/current3.html#vita)  
Professor Nevo will then provide feedback on your vita and abstract.
- October 12** Your job market home page on the *Depot* should be ready for viewing. While you need not post your job market paper if it has not yet been approved by your advisors, you must post your vita (incorporating any suggestions and comments by Professor Nevo). Your vita must have the file name < cv.pdf > (note lower case). Students are responsible for proofing their own vita.

- October 12** Submit to Web Master Ian Savage <[ipsavage@northwestern.edu](mailto:ipsavage@northwestern.edu)> two items:  
 (1) A PDF of your vita (this is for his reference in preparing our site)  
 (2) A .txt file of your contact information and committee members for our web site listing. For full instructions, and templates see the following section of our web site:  
<http://www.econ.northwestern.edu/phd/current3.html#webtext>
- October 14** Department's placement web site goes live.
- October 28** Your job market home page on the *Depot* should be finished and ready for viewing. This should include your job market paper.
- November 5** Approval of the list of 100 addresses for packet labels by your advisor. The Department will process a maximum of 100 labels. You should prepare the labels yourself using blank labels obtained from our main office. Contact Scott Zacher and tell him the number of packets you will be preparing. He needs to know this in order to make copies of the recommendation letters.
- November 9** Students are responsible for inserting their vita and paper(s) into large brown envelopes. Envelopes can be obtained from the main office. Each envelope should be stamped with the Economics Department's return address at the top left-hand corner, and also stamped either "First Class" or "Air Mail" at the bottom left-hand corner. When you have finished, bring your box of stuffed envelopes to Scott Zacher in room 303. You should have your packets prepared by November 9. The Department will then place reference letters in the packets in a confidential manner and mail the packets. We plan to mail out all the packets by November 15. Students will receive notification in their boxes when their completed packets have been mailed. If you have more than 100 packets, you should expect to be charged for postage and materials. Also students must pay for any materials that are sent by facsimile or courier.

## **INSTRUCTIONS FOR STUDENTS REGISTERED IN KSM**

- September 20** Students planning to be on the job market should attend an introductory meeting at 5:00PM in the Economics Department's lecture room (Andersen 3245).
- Early October** Job market candidates will have accounts established on Kellogg's web server, using their standard home page template. Contact Kellogg Information Services (KIS) to set up your account. Please have your vita posted by October 12, and your entire home page finished and ready for viewing by October 28.
- October 7** Students must leave in the mailbox of Professor Nevo in the Economics Main office (Andersen Hall room 302) a hard copy of (1) their vita, and (2) the abstract and introduction to their job-market paper. There are many of you so please: (a) no e-mail attachments; (b) only abstract and introduction (not the whole paper) and (c) only one paper.
- October 12** Arrangements for the preparation of your vita and the web interactive capabilities are exactly the same as for Economics Graduate Students. Please see the preceding section.

Students who are NOT registered in the Economics Department will not receive any label preparation help, photocopying, packet preparation, or mailing services (NO EXCEPTIONS).