

Dept. of Economics Letter of Recommendation Service for Graduating Ph.D. Students Instructions and Information for AY 2018-2019

You have worked hard, researched, written a ton and now as the time has come to finish your dissertation and graduate, getting a job is one of the highest items, if not the number one priority on your list of goals to complete.

The goal of the Departmental Letter of Recommendation service is to make the sending of your letters of recommendation to seamless as possible, and to get the letters to their destination on time or early.

It is very important for you to **follow all procedures extremely carefully**, do not procrastinate, and also remember that I am handling the sending of thousands of letters for over a dozen people a year or more. Below are some of the accomplishments of the letter of recommendation service:

- **2013-2014 academic year**
 - 15 people on the job market using the letter service
 - 1,847 total jobs applied to
 - 6,231 total letters sent (mailed, emailed and uploaded)
 - 214.54% increase from 2012-2013 academic year!

- **2014-2015 academic year**
 - 14 people on the job market using the letter service
 - 1,194 total jobs applied to
 - 4,317 total letters sent (mailed, emailed and uploaded)

- **2015-2016 academic year**
 - 17 people on the job market using the letter service
 - 1,190 total jobs applied to.
 - 4,102 total letters sent (mailed, emailed and uploaded)

- **2016-2017 academic year**
 - 12 current students (at the time) on the job market using the letter service
 - 9 Alumni reentering the job market using the letter service
 - 1,863+ jobs applied for
 - 6,181 total letters sent (mailed, emailed and uploaded)
 - 50.68% increase from 2015-2016 academic year!

- **2017-20178 academic year**
 - 14 people on the job market using the letter service
 - 1,285 total jobs applied to.
 - 4,113 total letters sent (mailed, emailed and uploaded)

Candidates in the job market need to:

- 1) You must have written permission to go on the job market during the 2018-2019 academic year.
 - a. Each faculty member on the student's dissertation committee **is required to approve of** the student going on the job market and must sign the online "*Department of Economics Doctoral Candidate Job-Market Approval Form*", which they will each receive an email invitation to complete.
 - b. This online form **is due** signed and turned in to Mark Patterson **no later than September 21, 2018.**
- 2) If there is any difference in who will be writing the letters of recommendation and who is official on the student's dissertation committee, this information must be sent in an email communication to Mark Patterson **no later than October 5, 2018** and the reason for this.
 - a. It is **extremely important** that a student not disregard a member of his or her dissertation committee. Those that write the letters normally are the members of the dissertation committee. Having additional letters writers is perfectly acceptable. Ignoring members of your dissertation committee is not.
- 3) Have those recommenders submit their letters of recommendation to Mark Patterson as soon as possible. All letters of recommendation must be received first, before the sending of letters will start for each student. Missing letters will cause students to miss deadlines.
 - a. Letters **must** be sent electronically either to Mark Patterson at the special econ-jobmarket@ucsb.edu email address in pdf or Word with an electronic signature included.
 - b. **You should start the requests for letters from your faculty now!**
- 4) **Take the deadlines** for the letter of recommendation process, applying for jobs, uploading documents such as CV's, job market papers or abstracts of the paper you are submitting for a job application **very seriously**. I can't even begin to tell you how often an upload link, email address or other similar will be shut down, causing the job application to be discarded. A deadline is a deadline, this the way it works in the real world.
- 5) **Any and all email communication** regarding the job market Letter of Recommendation process must be sent to the special econ-jobmarket@ucsb.edu.
 - a. **DO NOT** send job market process emails to; mark@econ.ucsb.edu mark.patterson@ucsb.edu or grad@econ.ucsb.edu.
- 6) Add all requests for sending letters of recommendations on to the excel spreadsheet created specific for each job market candidate and accessed via an email invitation on Dropbox.com. This includes: email submissions, mailing physical hard copies of letters (mailing addresses) or noting where letters will need to be uploaded. This last one usually means that I will be receiving an email with a link to go to a site to upload each letter of recommendation for each person one by one.

- a. **Please make sure** to take great care in collecting and submitting this information for processing your letters of recommendation. Incorrect information or addresses and/or email addresses will delay your letters of recommendation being sent out on time and or received by the deadline.
 - i. Spell out: States full name (**do not abbreviate**)
 - ii. Spell out the address (**do not abbreviate**)
 1. i.e.: "Street", instead of "St.", "Building" instead of "Bldg."
 - iii. Email addresses must be exact. Bounced/Returned emails will require you to track down the correct address, after we have contacted you.
 - iv. If the job you are applying for requires you to request the letters to be emailed and they ask for a specific email address to send the request to, use:
econ-jobmarket@ucsb.edu **DO NOT USE ANYTHING ELSE!**
- b. Make sure to include all relevant information. Missing information may cause letters to be returned for insufficient or incorrect mailing addresses.
- c. If Dropbox.com shows Mark is using the spreadsheet, **do not open it** nor make any additions. Wait until the spreadsheet shows it is not being used.
 - i. As a general practice Mark will send you an email letting you know he is going to be working on the requests and he will let you know (email) when the spreadsheet can once again be accessed. You should check your email regularly for communications from Mark.
- d. **UNDER NO CIRCUMSTANCES** is a job market candidate to change any information on the spreadsheet or previously submitted requests. **DO NOT** resort any of the previously listed request. **AND FOR GOODNESS SAKE, DO NOT OVERWRITE** the master file spreadsheet on Dropbox.com with your working copy.
- e. Submission of new or updating information **must be** received by Mark **early enough to allow processing of all requests, but as a general rule not less than two weeks** before the deadlines.
 - i. Please remember again that you are one of normally about 12+ people that Mark is handling letter of recommendation requests for.
 - ii. He is completing this task as best as he can in addition to all his other duties and it is during the time of at least 250 applications to the Ph.D. program coming in as well as completing all administrative tasks getting ready for Winter and Spring quarters 2018.
- f. Sufficient time must be given by you the candidate in order for your letter requests to be processed. **At least two weeks in advance is required.** Last minute submissions of requests may delay the mailing or electronic submission of your letters to a potential employer.
- g. **Deadlines**
 - i. Friday, October 12, 2018 @ 3:00pm
 - ii. Friday, November 2, 2018 @ 3:00pm

- iii. Saturday, December 1, 2018 @ 3:00pm
- iv. Thursday, January 3, 2019 @3:00pm

- h. Very few to NO (none) Job market LOR's will be processed between December 17th and January 3rd.** This is the time I will be on vacation with my family, and during that time I will rarely be checking emails but only for urgent or emergency situations.

Please don't mark it as urgent, **when it is not.** Plan ahead, to get information to me early.

Please email me if you have any questions or need clarification.