

## **JOB TALK**

What is a Job Talk? A job talk is a lecture, usually based on one's dissertation research. It's a chance for a prospective employer to see a candidate's performance skills and abilities. Q & A's follow the talk.

### **Procedures for Students to Set-up a "Practice" Job Talk:**

1. Check for possible dates and times with the people you want to attend.
2. Clear date and time with PatB who will then check the department calendar with Lorraine for approval.
3. Once the date and time is confirmed, email information to [pattyb@princeton.edu](mailto:pattyb@princeton.edu). (Include title of job talk.) A room will then be reserved for your job talk. Please indicate if you will need audio visual equipment.
4. An announcement will be sent (via PatB) inviting faculty, graduate students and undergraduate majors if appropriate.

Revised: 9/19/2011