Job Market Instructions

1. Student identifies the schools in which they want to apply to for a job position.
2. Student fills out the applications.
3. When filling out the applications, student should enter the name and email of the faculty members who will serve as recommenders. Having received the student's application, the school will then contact the faculty members and have them upload the recommendation letters into the application system. This is the preferred method for submitting recommendation letters.
4. If uploading the recommendation letter into the application system is not possible, the faculty members can send their letter to the PhD Office where the PhD Program Manager will email the student's recommendation letters. The student needs to provide the list of email addresses to the program manager. Letters need to have the School of Business logo and the electronic signature of the faculty member. Schools are all blind copied so that the letters can be sent to multiple schools at the same time. Letters are not individualized.