

Task Analysis Worksheet

Accomplishment	Where common?	Completion date, if applicable.	Steps to completion	Are you excited to do this? (Not at all...to...I'd do this every day)
Finish Ph.D.	R1, PUI			
Publish dissertation articles	R1, PUI			
Find a post-doc	R1			
Publish postdoc articles	R1			
TA	R1, PUI, 2YC			
Teach own course	PUI, 2YC			
Write proposal	R1, PUI			
Present at conferences	R1, PUI			
Invited talks at other institutions	R1, PUI			
Leadership/Service	R1, PUI, 2YC			
Mentor student research	PUI			

Application materials				Who can you engage to help you?
CV	R1, PUI, 2YC			
Research Statement	R1, PUI			
Teaching Statement	R1, PUI, 2YC			
Strong recommenders (3-5)	R1, PUI, 2YC			
Letter addressing requirements	R1, PUI, 2YC			
Website w/application materials				

Interview preparation				Who can you engage to help you?
List of likely questions and your answers	R1, PUI, 2YC			
Phone/video interview practice	R1, PUI, 2YC			
Elevator pitch	R1, PUI			
Teaching Demonstration	2YC			
Job talk(s)	R1, PUI			