JOB SEARCH TIMETABLE CHECKLIST

EDUCATIONAL CAREER SERVICES

AUGUST/SEPTEMBER

_______ Begin to target a geographical area of interest.
_______ Identify school districts and educational institutions in which you are interested.
_______ Begin work on your resume, cover letter, and *eportfolio*.
_______ Begin identifying resources – jobs, employer contact information, assistance with your job search documents.

OCTOBER/NOVEMBER

_______ If interested in teaching overseas, begin applying.
_______ Begin filling out school district applications.
_______ Apply for any posted vacancies in which you will be qualified at the time of the employment start date.
_______ Begin creating and developing your electronic career presentation portfolio from your large “working” portfolio as well as any mini-media presentations such as teaching samples and a 1½- to 2-minute commercial about you.
_______ Begin networking by contacting friends, faculty members, etc., to inform them of your job search.
_______ Begin asking for references for letters of recommendation.
_______ Visit schools over Thanksgiving break and make face-to-face contact. Ask to observe a class, volunteer to help in a class.
_______ Apply for teaching certification if you will graduate in December.

DECEMBER/JANUARY

_______ Continue to apply for any vacancies in which you are interested.
_______ Continue sending out or scanning in your resume, cover letter, etc., to school district application systems.
_______ Begin to prepare for interview.
_______ Visit schools over break and make face-to-face contact. Ask to observe a class, volunteer to help in a class.
_______ Attend job fairs.

FEBRUARY

_______ Continue applying for positions.
_______ Continue attending job fairs.
_______ Prepare to interview with school districts that will be attending Mid-America Educators’ Job Fair at one or more university locations.
_______ Research school districts who will be at the job fair.
_______ Apply for teaching certification if you will graduate in May.

MARCH/APRIL

_______ Attend Mid-America Educators’ Job Fair at one or more of various university locations.
_______ Send thank you letters to school districts with whom you interviewed at Teacher Placement Day.
_______ Continue completing applications, sending resumes and cover letters, interviewing, and researching school districts. Research every school before you interview with them.

MAY/AUGUST

_______ Stay connected and communicate with your network of contacts.
_______ Interview off campus and follow up with thank you letters.
_______ Accept the best job offer.
_______ Apply in June for teaching certification if you will graduate in August.

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