

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.