

## JOB-SEARCH TIMETABLE FOR EDUCATION MAJORS 2011-12

There are several ways to organize an effective job search. Presented below is a timetable designed to help graduating Miamians seeking teaching positions make the best use of their time as they go about the job-search process. Variations may be necessary; December graduates will need to compress the amount of time allotted to their job-search activities, while August graduates may expand the timetable. In any case, we think you will find this timetable a helpful tool—especially when it is used in conjunction with our *Employment Guide for Teacher Candidates* and with other services and resources available from Career Services. You will also want to familiarize yourself with our website at: [www.muohio.edu/careers/](http://www.muohio.edu/careers/), and particularly with the “teacher candidates” section of the site (located in the navigation of the student homepage).

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| AUGUST –<br>SEPTEMBER | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Attend either: 1) Career Services 101 or 2) Making Employer Contacts &amp; Interviewing if you are a teacher candidate who wishes to interview on campus or participate in a mock interview.</b> Please refer to our website for a program schedule. You may also find these programs useful if you want to learn about Career Services’ registration procedures, our services, on-campus interviewing, basic interviewing techniques, and important dates and programs.</li><li><input type="checkbox"/> Prepare resume. The registration system, Miami CAREERlink, requires you to upload a resume. For assistance with your resume, try OptimalResume, the online resume system on the Career Services website. Go to <a href="http://www.muohio.edu/careers/students">www.muohio.edu/careers/students</a> and click on the Optimal Resume button.</li><li><input type="checkbox"/> Register with Career Services using Miami CAREERlink.</li></ul>  |
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| OCTOBER               | <ul style="list-style-type: none"><li><input type="checkbox"/> Set up an advising appointment to help define your career goals and develop a job-search plan.</li><li><input type="checkbox"/> Identify references and ask them to prepare a letter of recommendation for your credential file.</li><li><input type="checkbox"/> Attend <b>Resumes &amp; Cover Letters for Teacher Candidates</b>, Mon., October 3, 5:30–6:30 p.m., Shriver MPR-BC.</li><li><input type="checkbox"/> Begin interviewing at Career Services if pursuing employment outside of education.</li><li><input type="checkbox"/> Attend <b>Making Employer Contacts &amp; Interviewing for Teacher Candidates</b>, Tues., October 18, 5:30–7 p.m., Shriver Heritage Room.</li></ul>   |
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| NOVEMBER              | <ul style="list-style-type: none"><li><input type="checkbox"/> Begin developing a basic cover letter.</li><li><input type="checkbox"/> Begin networking by contacting friends, relatives, faculty, and other appropriate people and inform them of the types of positions you are seeking. Give them a copy of your resume for their reference.</li><li><input type="checkbox"/> Begin to do background research on school systems of interest.</li></ul>   |
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| DECEMBER –<br>JANUARY | <ul style="list-style-type: none"><li><input type="checkbox"/> Familiarize yourself with our <i>Employment Guide for Teacher Candidates</i> and the <i>AAEE Job Search Handbook for Educators</i>.</li><li><input type="checkbox"/> Finalize your resume and make copies.</li><li><input type="checkbox"/> Using the directories available in our Career Resource Center or at King Library, as well as online via our website, develop a list of school systems in which you have an interest. Be certain to note the name of the appropriate hiring official for future reference.</li><li><input type="checkbox"/> Contact school systems in which you are interested to request application materials. Enclose a copy of your resume along with your cover letter. Many school districts have online application procedures.</li><li><input type="checkbox"/> If applying to out-of-state school systems, contact the appropriate state Department of Education to determine certification and testing requirements. Addresses are listed in the <i>Requirements for Certification of Teachers, Counselors, Librarians, &amp; Administrators</i> located in our Career Resource Center and the <i>AAEE Job Search Handbook for Educators</i>, and online.</li></ul> |
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- DECEMBER –  
JANUARY  
(continued)
- Attend either: **1) Career Services 101** or **2) ‘Making Employer Contacts & Interviewing’ if you are a teacher candidate who wishes to interview on campus or participate in a mock interview.** Please refer to our website for a program schedule.
  - Attend **Resumes & Cover Letters for Teacher Candidates**, Wed., January 25, 5:30–6:30 p.m. Shriver MPR-C.
  - Set up an advising appointment at Career Services to finalize your job-search strategy.
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- FEBRUARY
- Send completed application materials to school systems. Please note that many school districts have an online application process. (If you have not already requested application materials from selected school systems, do so now; enclose a copy of your resume along with your cover letter.)
  - Attend **Making Employer Contacts & Interviewing for Teacher Candidates**, Mon., February 13, 5:30–7 p.m., Shriver MPR-C.
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- MARCH –  
APRIL
- Research school systems with which you will be interviewing.
  - Interview on campus and follow up with thank-you letters.
  - Continue to follow up with school systems of interest.
  - Attend **‘Teacher Job Fair Training,’** Mon., March 19, 6 –7 p.m., Shriver MPR-C.
  - Attend Teacher Job Fair 2012, Thurs., March 29, 8 a.m. – 5 p.m., Millett Hall.
  - Begin monitoring job postings and other vacancy listings on Miami CAREERlink and the Job Postings Website
  - Begin follow-up calls to school systems to which you have sent application materials.
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- MAY –  
JUNE
- Just before graduation, check to be sure you are registered with Career Services.
  - Make sure your recommendation letters are in good order.
  - Maintain communication with your network of contacts.
  - Continue to monitor job postings on Miami CAREERlink.
  - Revise your resume and cover letter if necessary.
  - Interview off campus and follow up with thank-you letters.
  - Begin considering offers. Evaluate each one carefully. Ask for more time to consider offers if necessary.
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- JULY –  
AUGUST
- Continue to monitor job postings and apply when qualified and interested.
  - Continue to interview off campus.
  - Continue communication with your networking contacts.
  - Select the best job offer. Formally accept the offer in writing. Notify Career Services, all employers who have made offers, network contacts, and persons who wrote recommendations to tell them of your acceptance. Send thank-you letters when appropriate.
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- AUGUST –  
SEPTEMBER
- Begin your new job!
  - If still available for employment, contact Career Services to register for alumni services.
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**IMPORTANT NOTE:**

**Teacher candidates should plan ahead and take advantage of our workshops, etc., the semester before they begin their student teaching. All programming is scheduled in the evening for this purpose.**