



Career Services Center

261 Schwartz Center

330-672-2360

www.kent.edu/career

STUDENT/ALUMNI TIMELINE **TEACHER INTERVIEW DAY - March 31, 2016**

Register with Flash @ Work (Advanced registration is required.)

Present – February 25

1. Seniors/alumni must be registered in advance with [Flash @ Work](#) to participate in this event. Registration includes completing profile and uploading resume in Word or Adobe PDF (PDF suggested to ensure formatting).
 - a. Have your resume reviewed by Career Counselor during [drop-in counseling](#) (M-F: 11-12:30 or 2-4:15).

**To be Considered for Interviews,
you MUST FIRST Apply/Pre-select to Schools**

January 12 (6 a.m.) – March 1 (11:59 p.m.)

1. Log into [Flash @ Work](#)
2. To view ALL licensure needs of schools attending, hover over **On Campus Interview Schedules** in top blue bar.
 - a. Click **VIEW ALL upcoming interviews** and next to green Search button, click **Advanced Search**.
 - b. Located on right, click box under **Career Events with Interview Schedules**, select **Teacher Interview Day**, and then click green **Search** button. (this gives full list of all schools attending even though particular districts may not desire your certification). ** School district needs change frequently. We strongly encourage you to introduce yourself at "Meet & Greet" to pass along your resume for future consideration.*
3. To view schools attending with YOUR licensure needs AND be considered for an interview, hover over **On Campus Interview Schedules** in top blue bar.
 - a. Click **Sign up for Interviews I qualify for** and next to green Search button, click **Advanced Search**.
 - b. Located on right, click box under **Career Events with Interview Schedules**, select **Teacher Interview Day**, and then click green **Search** button. (this lists ONLY schools for which YOU qualify).
 - d. Click **Teacher Interview Day Participant** (blue text, above school name). Understand dates on **Timeline**.
 - e. Look for **Linked To Jobs**, click **Teacher Interview Day Participant** to read about position.
 - f. If after reading about school under **Position Description** you are still interested, click blue **Back** button in upper right, then **Request Interview** to submit your resume.
 - g. After selecting your resume (other documents may be required), click green **Request Interview** button.
 - h. On next page, look for grey confirmation bar saying, "Your request to interview has been submitted."
 - i. NOTE: **this in no way guarantees you an interview.**

Receive Emails Indicating Schools' Interest in Interviewing Applicants

March 2 – 11

1. Districts will review resumes of candidates that have "pre-selected" (sent resume for consideration for an interview with them).
 - a. Candidates will receive emails from career@kent.edu indicating whether they have been "accepted" or "not accepted" (status indicates eligibility to sign-up for an interview) for each school to which they applied.
 - b. To view **Pre-select Status** (employer decision) in [Flash @ Work](#), hover over **My Account** (upper left corner in blue bar) and click on **My Activity**.
 - c. Click on second tab **Schedules**, then click on middle tab **Preselect**.

Obtain Interview Time Slots **ONLY** if Accepted

March 12 (6 a.m.) – March 17 (11:59 p.m.)

1. Select an interview time by logging into [Flash @ Work](#).
 - a. Towards the bottom of the page under **Task List**, click **Sign-up** for each school that has accepted you.
 - b. Click **Sign-up** next to your desired time (back-to-back interviews are fine)
2. Print out your interview schedule.
 - a. In top-left of horizontal bar, hover over **My Account** and select **My Activity**.
 - b. Then, click **Schedules**. On right side of page, click **Print Upcoming Interviews**. **Review your schedule to ensure that there are no time conflicts.* There is a strict [Cancellation and No Show Policy](#), so be sure to read this to avoid penalties.

Teacher Interview Day

March 31 (8 a.m. – 4:20 p.m.)

1. Arrive in plenty of time for 8:30 a.m. announcements. Check-in is Student Center Ballroom Balcony, 3rd floor between 8 – 8:25 a.m.
2. Attend Meet & Greet portion (8:45 – 9:45 a.m.) to network with school administrators and possibly obtain additional interviews with schools that still have open interview time slots.
3. View “Tips to Prepare and Succeed at TID” [online](#) under “Calendar of Events.”
4. If you were “not accepted” for interviews during pre-selection process, don’t fret - bring extra resumes & share your brief “[elevator pitch](#)” with other school representatives. Sell yourself! Nobody can do this better than you.

- 8:00 a.m. – **Check-In Begins** on 3rd Floor Ballroom Balcony
- 8:30 a.m. – **Announcements**
- 8:45-9:45 a.m. – **Meet & Greet**
- **Interviews:** 10:00
10:20
10:40
11:00
11:20
11:40
12:00
- Lunch: Ballroom Closed (12:20-1:20 p.m.)
- **Interviews:** 1:20
1:40
2:00
2:20
Break (2:40-3:00)
3:00
3:20
3:40
4:00

Questions still?

Don’t hesitate to call us at 330-672-2360. The sooner you contact us, the easier it will be to help you.