

# Teacher Employment Day

Monday – April 9, 2018

## STUDENT/ALUMNI TIMELINE

### Attend Education SuperStart

February 15 (6:00-8:15p.m.)

1. In order to successfully participate in Teacher Employment Day, candidates should have attended at least once, this twice-a-year customized presentation that details the education job search process, including resume/cover letter writing, how to locate jobs, how to stand out among your peers, and more. [Education SuperStart](#) presentation begins promptly at 6:00 and everyone must sign-in, so come early.
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### Register with Flash @ Work

Present – April 2

1. Seniors/alumni must be registered in advance with [Flash @ Work](#) to attend this event.
    - a. Registration includes completing a profile and uploading a resume in Word or Adobe PDF (PDF suggested to ensure formatting).
      - a. If unsure of how to complete these steps, refer to the [Student User Guide](#).
      - b. Before uploading, have resume reviewed by a Career Coach during [drop-in support](#).
  2. (Optional) In order to be included in the pre-printed resume book, submit resume to TED Job Posting (Job ID# 17902) in Flash @ Work.
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### View Schools Attending and Their Licensure Needs

Present – April 9

1. Under **Career Events** click [Teacher Employment Day](#). On the following webpage under **Students & Alumni**, click [View and Research Schools Attending](#). At the top of the page, click [View Employers Attending](#).
  2. To see school licensures desired, click on the individual name of each school and then look for majors sought.
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### Prepare for the Day

1. Research the districts of interest by clicking our **K-12 Jobs** link in [LiveBinders](#).
  2. If student teaching, request entire day off to participate in event.
  3. Prepare a 60 second “[elevator pitch](#)” to help introduce yourself to employers during the Employer Meet & Greet from 8:45-10:00. Sell yourself! Nobody can do this better than you.
  4. Finalize resume with last minute updates and print at least 25 copies on bonded paper for the day of the event.
  5. [Practice interviewing](#) by scheduling a mock interview with a [career advisor](#) or trying out a virtual interview using [Interview Stream](#).
  6. Strategize your approach for the Employer Meet & Greet so you know which districts are your highest priorities.
  7. Purchase professional [interview apparel](#) and get alternations if necessary.
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## Network and Acquire Interviews

**April 9 (8 a.m. – 4:30 p.m.)**

1. Check-in and print a name tag using your FLASHcard. Arrive in plenty of time for 8:30 a.m. announcements in Student Center Ballroom Balcony, 3rd floor between 8-8:20 a.m.
2. Introduce yourself to school administrators during the Employer Meet & Greet (8:45–10:00 a.m.) with the hope of scheduling a number of interviews between 10:30 and 4:00. Interviews occur at 20 minute intervals.
3. View “[Tips to Prepare and Succeed at TED](#)” online under [Calendar of Events](#), [Teacher Employment Day](#).

### 4. Pay attention to the schedule of the day

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

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There is a strict **Cancellation and No Show Policy** for those not showing up for an interview.

### Questions still?

Don't hesitate to call us at 330-672-9488. The sooner you contact us, the easier it will be to help you.

12/13/2017