**JOB-SEARCH TIMETABLE FOR EDUCATION MAJORS**

The timetable below is designed to help graduating education majors seeking teaching positions organize their time wisely as they pursue the job-search process. Variations may be necessary; December graduates will need to condense the time allotted to each job-search activity, while August graduates will need to consider expanding the timetable. Regardless, we hope you find this timetable a helpful tool — especially when it is used in conjunction with other programs and resources available from Career Services. In addition, you will want to review our website at <http://careerservices.nku.edu>.

|  |  |
| --- | --- |
| AUGUST-  SEPTEMBER | * Fall student teachers should visit the Teacher Candidate page on the Career Services website at <http://careerservices.nku.edu/students/teachercandidates.html>. * Prepare your resume and have it reviewed in the Career Services during Walk-in hours. (See the Career Services website for details on days and times.) * Activate your account in Norse Recruiting, the Career Services online employment database, complete your profile, and upload your resume. * Begin to review the *AAEE Job Search Handbook for Educators*. * If you also are thinking of searching for employment outside of education, plan to attend Career Connections (business related opportunities) and/or the Science-Technology-Engineering-Math & Nonprofit/Government (STEM-NG) Career Fair, both offered in late September/early October. |
| OCTOBER | * Identify potential references and ask if they would be willing to give you a good recommendation. * Work on your portfolio materials. * Update your resume, if needed, and have it reviewed in Career Services. |
| NOVEMBER | * Develop a cover letter and have it reviewed in the Career Services. * Contact family, friends, neighbors, faculty, supervisors, and other appropriate individuals and let them know about the type of position you are seeking. * Begin background research on schools and districts of interest. * Start building your interview wardrobe if you haven’t already done so. Tips on and examples of professional dress are available in Career Services and on the Career Services website. |
| DECEMBER-  JANUARY | * Finalize your resume and make copies. * Develop a list of school districts in which you have an interest using the Kentucky Schools Directory available in the Career Services Library and other resources on the Career Services website. * Visit the websites of schools and district in which you have an interest and make note of their hiring procedures. Many schools will direct you to an online application system. * If you plan to apply to out-of-state school systems, contact the appropriate Department of Education to find out testing and certification requirements. * Begin planning to attend education career fairs in the spring. * If you also are thinking of searching for employment outside of education, begin planning to attend **Career Expo in late February**. * Revise your resume and have it reviewed in Career Services. |
| FEBRUARY | * Spring student teachers should visit the Teacher Candidate page on the Career Services website at <http://careerservices.nku.edu/students/teachercandidates.html>. * If you are planning to seek employment outside of education, attend **Career Expo.** * Prepare your professional wardrobe after reviewing guidelines in Career Services and on the Career Services website. * Review websites of school systems of interest; apply to opportunities where appropriate. * Continue preparing to attend education career fairs by participating in mock/ practice interviews, reviewing available positions, etc. |
| MARCH-  APRIL | * Revise your resume and have it reviewed in the Career Services in preparation for upcoming education career fairs. * Remember to tailor your cover letter specifically for each position you apply. * Attend the **NKU Teacher Job Fair in late March/early April (an afternoon career fair – plan to attend from 3-6 pm).** * Attend the **Southwest Ohio/Northern Kentucky Education Career Fair in late March/early April (an all-day career fair – plan to attend from 9 am-5 pm).** * Follow up with contacts made at the career fairs with a thank-you note. * Prepare for and attend any on-site interviews obtained. |
| MAY-  JUNE | * Make sure your portfolio and recommendation letters are in order. * Maintain communication with your networking contacts. * Continue to seek and apply for positions. If possible, expand your search to opportunities outside your desired geographic location. * Revise your resume and cover letter if needed. * Continue on-site interviews as granted and be sure to follow up with thank-you letters. * Begin considering offers and evaluate them carefully. |
| JULY-  AUGUST | * Continue to monitor job postings and apply when qualified and interested. Sudden retirements or departures in school systems may yield more opportunities. * Continue interviewing. * Maintain contact with people in your networks. * Select the best job offer. Write a formal letter of acceptance. Notify all employers who have made offers, your networking contacts, and those who wrote you recommendations. * Send thank-you letters where appropriate. |
| AUGUST-  SEPTEMBER | * Begin your new job. * If still available for employment, contact Career Services and make an appointment with a career advisor. * Consider substitute teaching. |

## Career Services

## Northern Kentucky University

University Center 225

<http://careerservices.nku.edu>

[careerservices@nku.edu](mailto:careerservices@nku.edu)

859-572-5680

Updated 10/19/2015