**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>.

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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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| 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.
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## Career Services

## Northern Kentucky University

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