

JOB SEARCH CHECKLIST / TIPS FOR EDUCATION JOB SEEKERS

Hiring in the field of education takes place year round, though the majority of hiring happens from March through mid-September. December graduates should consider submitting applications for substitute positions.

NOTE: You do not need to have your student teaching finished or have received the official copy of your teaching license from DPI to begin applying for jobs.

TALK WITH YOUR COOPERATING TEACHER

Talk with your cooperating teacher about needing to leave the classroom for interviews, career fairs, and other Special events related to finding a job. If you didn't do this at the beginning of the semester, remember, it's never too late. Cooperating teachers understand the importance of finding a job and will usually work with you to the best of their abilities.

PREPARE YOUR RESUME

Prepare a resume and cover letter and have it critiqued by a Career Development Center staff member during Express Lane or an appointment. Don't wait to complete your student teaching to start putting your professional resume together.

ESTABLISH REFERENCES AND ASK FOR LETTERS

Begin identifying and asking people to be your references and write letters of recommendation for you. Be proactive and cultivate relationships with people who would be strong letter writers. Consider asking a principal to observe you teaching so you can later ask them for a letter of reference. To assist your references with how to write a letter of recommendation see www.uwm.edu/Dept/CDC/education_references.html

COMPLETE THE WECAN APPLICATION

WECAN is a job listing and application website for many Wisconsin school districts. If you are looking for positions in Wisconsin you'll want to complete the WECAN application and 12 questions. Some postings on WECAN will not require the 12 questions so after only completing the application form you may be able to apply for jobs. Access WECAN at <http://services.education.wisc.edu/wecan/>

REGULARLY CHECK JOB POSTINGS

Regularly watch for job openings posted on/in...

- WECAN
- School district websites. Directories of Milwaukee area and national school districts can be found at www.uwm.edu/Dept/CDC/education_jobsearch.html.
- Education employment websites. These sites can be found at www.uwm.edu/Dept/CDC/education_jobsearch.htm
- Local newspapers and papers from cities you might be interested in moving to. Many newspapers' are online.

JOB SEARCH CHECKLIST / TIPS - CONTINUED

LOOK CLOSELY AT DISTRICT APPLICATION PROCEDURES

Pay attention to each district's application procedures as they vary from district to district. Candidates may be eliminated from the hiring process if they do not follow directions. If you have questions about the application process or the materials requested, call the district. Within one week of applying to a district, follow up to confirm that you have submitted the proper information and ask when they will be notifying people if they have received an interview.

ATTEND A TEACHER RECRUITMENT FAIR

Consider attending one or more Wisconsin or mid-west recruitment fairs. Information on these fairs can be found at www.uwm.edu/Dept/CDC/education_fairs.html

NETWORK – IT'S WHO YOU KNOW

Networking is one of the most important aspects of your job search. Networking may happen directly with people you know or with people you just meet. Just think - that person sitting next to you on the airplane may be related to someone who does the hiring for a school district that you are interested in. First, contact everyone you know. You can take a direct approach and ask for job leads or try a less formal approach and ask for information, advice, and referrals to other people. For more information on networking see www.uwm.edu/Dept/CDC/research_talk.html

DEVELOP AND MAINTAIN A JOB SEARCH SYSTEM

It is essential that you develop and maintain a system to record and organize your job search materials including:

- Job advertisements for jobs you applied for. Print these immediately from websites before they are removed.
- Copies of application materials you submit to each district.
- Dates you applied for jobs, when to make follow up contact, and dates of actual follow up.
- Names, dates, and times of job interviews. Dates you sent thank yous and additional follow up.
- Names of people to network with. Names, dates, and times of informational interviews.
- Daily, weekly, and monthly goals and rewards you give yourself for reaching goals.