

## ECSO JOB SEARCH TIMETABLE CHECKLIST

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# EDUCATIONAL CAREER SERVICES

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### AUGUST/SEPTEMBER

- \_\_\_\_\_ Attend Career Services orientation seminars presented by the ECSO.
- \_\_\_\_\_ Visit the ECSO to find out about resources, services, and activities of the office.
- \_\_\_\_\_ Begin to target a geographical area of interest.
- \_\_\_\_\_ Establish a self-managed student account and begin work on your resume, *cover letter*, and *eportfolio*.
- \_\_\_\_\_ Begin identifying resources, such as Job Vacancy List and other electronic resources.
- \_\_\_\_\_ Begin asking for references for letters of recommendation for your file.

### OCTOBER/NOVEMBER

- \_\_\_\_\_ Make an appointment with the ECSO Director if you need assistance in your job search.
- \_\_\_\_\_ Attend Resume Writing Workshops presented by the ECSO.
- \_\_\_\_\_ If applying out-of-state and/or overseas, refer to the information in the *Job Search Handbook* provided by ECSO.
- \_\_\_\_\_ Begin developing your resume, cover letter, and school district applications.
- \_\_\_\_\_ Begin creating and developing your electronic career presentation portfolio from your large "working" portfolio as well as any mini-media presentations such as teaching samples and a 1½- to 2-minute commercial about you.
- \_\_\_\_\_ Begin networking by contacting friends, faculty members, etc., to inform them of your job search.
- \_\_\_\_\_ Apply for teaching certification if you will graduate in December.

### DECEMBER/JANUARY

- \_\_\_\_\_ Identify addresses of school systems and educational institutions to which you are interested in applying. Addresses of school districts and colleges and universities are available in the resource center in the ECSO.
- \_\_\_\_\_ Apply for any vacancies in which you are interested.
- \_\_\_\_\_ Begin sending out or scanning in your resume, cover letter, etc., to school district application systems.
- \_\_\_\_\_ Prepare to interview with on-campus recruiters.
- \_\_\_\_\_ Visit schools over break and make face-to-face contact.
- \_\_\_\_\_ Begin to attend job fairs.

### FEBRUARY

- \_\_\_\_\_ Continue applying for positions.
- \_\_\_\_\_ Continue attending workshops presented by ECSO.
- \_\_\_\_\_ Prepare to interview with school districts that will be attending the ECSO Teacher Placement Day (Mid-America Educators' Job Fair).
- \_\_\_\_\_ Research school districts who will be at Teacher Placement Day.
- \_\_\_\_\_ Apply for teaching certification if you will graduate in May.

### MARCH/APRIL

- \_\_\_\_\_ Attend Teacher Placement Day.
- \_\_\_\_\_ Send thank you letters to school districts with whom you interviewed at Teacher Placement Day.
- \_\_\_\_\_ Continue completing applications, sending resumes and cover letters, interviewing, and researching school districts.
- \_\_\_\_\_ Consult with ECSO for job search assistance.

### MAY/AUGUST

- \_\_\_\_\_ Maintain contact and communication with your network of contacts.
- \_\_\_\_\_ Interview off campus and follow up with thank you letters.
- \_\_\_\_\_ Accept the best job offer and notify the ECSO.
- \_\_\_\_\_ Apply in June for teaching certification if you will graduate in August.

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### EDUCATIONAL CAREER SERVICES OFFICE

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