

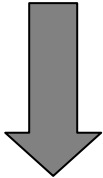
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# EDUCATIONAL CAREER SERVICES

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**FALL****ATTEND INFORMATIONAL SEMINARS**

Educational Career Services Office (ECSO) annually conducts *Career Orientation Seminars* during August and/or September to acquaint students in education with an overview regarding the establishment of a self-managed account, the job search, the staff, resources, career services, and activities of the ECSO.



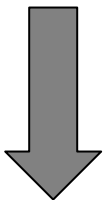
Throughout the fall semester, the ECSO conducts a series of additional seminars related to the job search for alumni, undergraduate, and graduate students. All seminars are listed under *Events Calendar* on the ECSO website, <http://www.education.illinois.edu/ecso>.

**VISIT THE ECSO**

You are invited to read the information on our website, visit the ECSO to obtain materials to establish a self-managed account, and learn more about the resources, services and activities of the ECSO.

**ESTABLISH A SELF-MANAGED ACCOUNT**

Request registration information, submit payment, and visit the Educational Career Services Office website <http://www.education.illinois.edu/ecso>. Log on with an assigned username and password and complete the *Profile* section. View the job vacancies which are added daily. Upload your *resume* and publish it to *Resume Books* for employer viewing. Upload short videos in the *Portfolio* section and email invitations to employers for their viewing. Upload or scan in your letters of recommendation, transcript, and other documents.

**MEET THE DIRECTOR**

Make an appointment with the ECSO Director to obtain assistance in your job search. The Director can answer questions you have about your job search strategies and materials. The Director can critique drafts of your letters of application, application forms, and resumes or vitas.

**CONTACT THE CERTIFICATION OFFICE**

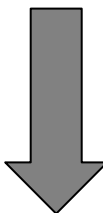
The website address is <http://www.cote.illinois.edu>. They will explain how and when to apply for teacher certification and provide other information pertinent to certification.

**SPRING****DEVELOP APPLICATION MATERIALS**

Begin developing your application materials such as *letters of application* and *inquiry*, *resumes*, *vitas*, *career presentation portfolio*, *art work*, or *performance tapes*.

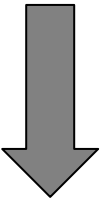
**IDENTIFY JOB VACANCIES**

Once you have determined in which part of the state or country you wish to work and what types of positions you would like, you can begin identifying sources of job vacancies. If you have an active self-managed account, you can view our *job vacancies* electronically. If specific positions interest you, read the complete job descriptions for the positions that are filed in ECSO. Also, attend job fairs such as those announced in the *AAEE Guide to Services and Activities for Teacher Employment*. Consult ECSO for dates, times, and locations of these job fairs.



The ECSO also has a collection of directories for school districts, colleges and universities, and professional associations in Illinois, across the nation, and abroad that can be helpful in applying for positions. All of these materials and others are available in our office.

## **APPLY FOR EMPLOYMENT**



Apply for positions for which you are qualified, and be certain to send all materials that are requested by employers such as letters of application, application forms, letters of recommendation, transcripts, copies of teaching or administrative certificates, and/or other documents. If you are not yet certified, you may want to send a copy of your teaching certification application.

## **CONDUCTING JOB INTERVIEWS - *MID-AMERICA EDUCATORS' JOB FAIR* (TEACHER PLACEMENT DAY)**

If you are seeking K-12 teaching positions, you may be interested in arranging job interviews with recruiters from school districts in Illinois and other states who visit the ECSO. Plan to attend the University of Illinois' **Teacher Placement Day** each spring. In addition, you can contact school personnel directors or other employers directly to arrange for job interviews off campus.

## **SUMMER REPORTING EMPLOYMENT STATUS**

If you accept an offer of employment at any time during the year, please notify the ECSO so that we do not refer you for positions for which employers request referrals. Also, please provide to us the name and address of your employer as well as any information about a change of home address, phone number, etc.

In September, you will receive an electronic follow-up survey from the Certification Office (CoTE) requesting information about your employment status. Please respond and return. This information is *very* important to us (1) in learning about the employment patterns of our graduates, (2) in obtaining follow up data for the Illinois State Board of Education, and (3) to better serve our graduates in the future.