### JOB-SEARCH TIMETABLE FOR EDUCATION MAJORS 2012-13

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 for the Career Development Center (CDC). In addition, you will want to review our website at [www.cdc.nku.edu](http://www.cdc.nku.edu).

| AUGUST-SEPTEMBER | □ Fall student teachers attend the workshop on **Resumes & Job-Search Strategies for Teacher Candidates on Monday, Sept. 10 from 4:15-6 p.m. in MEP 120**.  
□ Prepare your resume and have it reviewed in the Career Development Center during Walk-in hours. (See CDC website for details on days and times.)  
□ Activate your account in Norse Recruiting, the CDC 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), Wednesday, Sept. 26 from 3-6 p.m. in SU Ballroom (SU107) or the Science-Technology-Engineering-Math & Nonprofit/Government (STEM-NG) Career Fair, Wednesday, Oct. 3 from 2-6 p.m. in SU 107A.  
□ Revise your resume and have it reviewed in the CDC. |
| OCTOBER | □ Identify potential references and ask if they would be willing to give you a good recommendation.  
□ Work on your portfolio materials. |
| NOVEMBER | □ Develop a basic cover letter and have it reviewed in the CDC.  
□ Start networking by contacting 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 the CDC and on the CDC 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 CDC Career Library and other resources on the CDC 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.  
□ If you also are thinking of searching for employment outside of education, plan to attend **Job Expo, Wednesday, Feb. 27 from 3-6 p.m. in SU Ballroom (SU107)**.  
□ Revise your resume and have it reviewed in the CDC. |
| **FEBRUARY** | □ Spring student teachers attend the workshop on **Resumes & Job-Search Strategies for Teacher Candidates on Monday, Feb. 4 from 4:15-6 p.m. Location TBA.**
□ If you also are planning to seek employment outside of education, attend **Job Expo Wednesday, Feb. 27 from 3-6 p.m. in SU Ballroom (SU107).**
□ Prepare your professional wardrobe after reviewing guidelines in the CDC and on the CDC website.
□ Review websites of school systems of interest; apply to opportunities where appropriate. |
| **MARCH-APRIL** | □ Revise your resume and have it reviewed in the CDC 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, Thursday, April 11 from 3-5 p.m. in SU Ballroom.**
□ Attend the **Southwest Ohio/Northern Kentucky Education Career Fair, Tuesday, April 16 from 9 a.m. - 5 p.m. in the Cintas Center at Xavier University.**
□ Follow up with contacts made at the teacher job 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 the Career Development Center and make an appointment with a career advisor.
□ Consider substituting. |