August/September
- Visit www.cehd.umn.edu/career and click on “Teacher Job Search” to learn more about teacher job search resources available online.
- Sign-up for GoldPASS, the U of M’s online job posting system, at www.goldpass.umn.edu. GoldPASS allows you to search for educator positions and learn about career events and on-campus interviews.
- Google yourself. Be sure your online persona reflects the qualities of an effective teacher.
- Start a file to collect artifacts for your professional portfolio (electronic or hard copy) to showcase your experience in an interview.

October/November/December
- Begin creating a professional “teaching” resume; this is a work in-progress and will change with each practicum and student teaching experience.
- Research school districts and geographic locations you want to pursue. Most school districts have extensive websites with valuable information.
- Begin networking by contacting friends, family, and faculty to inform them of your job search and conduct informational interviews.

January/February/March
- Continue updating and revising your resume and cover letter.
- Collect letters of recommendation from practicum and student teaching experiences. Your references should be able to speak to your teaching ability.
- Register online for the MN Education Job Fair through the CEHD Career Services office. You will receive an e-mail with this information. You must register in advance.

April/May
- Finalize your resume and cover letter.
- You can research school districts attending the MN Education Job Fair at http://www.mcucsa.org/mnedfair/.
- Prepare and practice your elevator speech for the MN Education Job Fair. View this online workshop for more information https://umconnect.umn.edu/jobfairsuccess/.

April/May Continued
- Prepare and practice for any upcoming interviews. Review commonly asked interview questions for teachers available on the CEHD Career Services website; schedule a practice interview with a career
Counselor; if you have a webcam, try InterviewStream, which allows you to practice interviewing from the comfort of your own home. Visit [http://campus.interviewstream.com/login/?schoolid=293](http://campus.interviewstream.com/login/?schoolid=293).

- Attend the MN Education Job Fair.
- Come dressed to interview and bring multiple copies of your resume.
- Send thank you letters to school districts you interviewed with at the job fair.
- Identify school districts of interest and begin applying online following their procedures. Visit the district website.
- Utilize online job posting systems to identify open positions locally, nationally, and internationally.
- Keep a log of job search communication and copies of your applications.

**June/July/August**

- Continue your job search.
- By summer you may have a job offer!
- Consider the level of "fit" between you and the position.
- If you accept the offer, celebrate! And then withdraw your applications from other school districts.
- Positions may continue to open through early fall. Don’t give up!
- If you do not receive a full-time offer, look for teacher assistant or substitute teaching opportunities. And, consider alternative careers in education by visiting: [http://www.cehd.umn.edu/career/teacher/alternatives.html](http://www.cehd.umn.edu/career/teacher/alternatives.html).
- Meet with a career counselor to discuss your job search and analyze what worked and what did not work to prepare for mid-year openings.