

Job Search Calendar For Teachers



AUGUST/SEPTEMBER

- + Visit [CEHD Career Service's website](#) to learn about online teacher job search resources.
- + Sign-up for GoldPASS, the U of M's online job posting system, at 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.
- + Begin collecting items for your professional portfolio (electronic or hard copy) to showcase your experience in an interview.

OCTOBER/NOVEMBER/DECEMBER

- + Create your professional "teaching" resume. Your resume is a work in-progress and will evolve with each of your practicum and student teaching experiences.
- + Visit cehd.umn.edu/career/teacher for specific resume tips for teachers.
- + Research school districts and geographic locations you want to pursue. Most school districts have extensive websites with valuable information.
- + Begin building connections and network by contacting friends, family, and faculty to inform them of your job search.
- + Conduct [informational interviews](#) by meeting with experienced teachers and professionals in the districts you are interested in teaching.

JANUARY/FEBRUARY/MARCH

- + Update and revise your resume and cover letter.
- + Collect letters of recommendation from practicum and student teaching experiences.
- + 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.
- + Register online for the MN Education Job Fair through the CEHD Career Services office.
- + Prepare and practice for upcoming interviews. Review commonly asked interview questions for teachers available on the CEHD Career Services website; schedule a practice interview with a career counselor or practice online at [InterviewStream](#).

APRIL/MAY

- + View the [MN Education Job Fair Checklist](#) at to prepare for the fair.
- + Research school districts attending the MN Education Job Fair at mnedfair.org

- + Prepare and practice your elevator speech for the MN Education Job Fair.
- + Attend the MN Education Job Fair.
- + Come to the MN Education Job Fair dressed to interview and bring multiple copies of your resume.
- + Send thank you letters to school districts you interviewed with at the job fair.
- + Follow-up with school districts of interest from the job fair and apply online at the district website.

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 or consider alternative careers in education.
- + 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.

FOR MORE INFORMATION

CEHD Career Services

360 Education Sciences Building

www.cehd.umn.edu