

# Bowling Green State University

## Career Center

318 Math Sciences Building

419.372.2356

hire.bgsu.edu

### Packet Contents:

- ✓ Career Center Calendar of Events for Teachers
- ✓ Job Search Timeline
- ✓ Important Internet Sites for Education Majors
- ✓ Basic WorkNet Tips for Teachers
- ✓ Teacher Interview Portfolio Essentials
- ✓ Teacher Job Fair Basics

Prepared For Student Teachers  
College of Education and Human Development

# Events & Services for Education Majors (2011 & 2012)

## November 2011

### Teacher Interview Observation

*Thursday, November 17, 2011 @ 5:00pm-6:30pm  
117 Olscamp*

- Observe a mini-mock interview in which local school administrators ask typical teacher interview questions. The preselected student volunteers will respond, and the administrator will provide constructive feedback. Students can also ask targeted questions about the interview process. This is an outstanding way to enhance your interview knowledge.

## February 2012

### Teacher Resume Critiques

*Tuesday, February 28, 2011 @ 4:30 – 6:30 pm  
Career Center, 318 Math Science Bldg.*

- Career Center staff will be available to provide resume assistance and answer questions regarding the upcoming 2012 Teacher Job Fair.

## March 2012

### Acinq Teacher Interviews

*Thursday, March 29, 2012 @ 5:00 – 6:30 pm  
114 Education Bldg.*

- Learn the four basic P's of a teacher interview: Preparation, Practice, Performance and Post-Interview Follow-Up. Through this interactive presentation, interviewing techniques, sample interview questions, professional dress and job fair logistics will be discussed.

## April 2012

### Teacher Job Fair

*Tuesday, April 17, 2012 @ 8:00am-5:00pm  
Perry Field House*

- Generally, 250 recruiters from over 100 school districts across the United States interview BGSU teacher candidates. Visit WorkNet, accessed through your MyBGSU portal, to discover a list of participating schools and interview schedules. Interview schedules are posted daily beginning in mid-March and fill up very quickly.

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**Drop-Ins** offered Tuesdays and Wednesdays 1pm-4pm  
Career Center, Math Sciences Building, Room 318C

- A staff member will be available on a first-come, first-served basis. Be sure to bring your resume or cover letter draft.

Visit the Career Center Website for a complete list of Services and Events:  
<http://www.bgsu.edu/offices/career/>  
**Job Search Timeline for May 2012 Graduates**

**January, 2012**

- Visit the BGSU Career Center Website which includes resume and interviewing information specifically for teachers [hire.bgsu.edu](http://hire.bgsu.edu) Click on the *Big Job Search Guide* icon
- Review the resume and cover letter chapters in the *Big Job Search Guide*
- Finalize your resume and cover letter
- Visit your MyBGSU web portal, Click on QuickLinks; Locate the Career Center icon and Click on WorkNet: Jobs and Internships
- Access WorkNet; Update your profile and Upload a resume
- Bookmark websites for teacher openings and listings
- Work on developing your teaching portfolio
- Obtain letters of recommendation and permission from your references Register with state resume databases and teacher recruitment sites
- Develop a targeted list of school districts and identify hiring authority

**February, 2012**

- Check WorkNet regularly for updates on teaching positions and/or part-time opportunities working with children
- Watch for periodic e-mails outlining important Teacher Job Fair Information
- Visit the BGSU Career Center Website which includes resume and interviewing information specifically for teachers [hire.bgsu.edu](http://hire.bgsu.edu) Click on the *Big Job Search Guide* icon
- Review the interviewing information in the *Big Job Search Guide* and practice responding to typically asked teacher interview questions
- Visit with a career counselor to review your resume, complete a mock interview or answer teacher job search questions
- Attend *Teacher Resume Critiques*, Career Center, 4:30 – 6:30 pm, Tuesday, 2/28/2012

**March-April, 2012**

- **Teacher Job Fair interview schedules will go live @ 12:01am, Monday, March 12th**
- Schedule Interviews for the Teacher Job Fair
- Attend *Acing Teacher Interviews*, 114 Education Bldg., 5:00 – 6:30 pm, Thursday, 3/29/2012
- Attend Teacher Job Fair, Tuesday, April 17, 2012, 8:00 – 5:00 pm, Perry Field House

**June-August, 2012**

- Check WorkNet regularly for updates on teaching positions and/or opportunities to work with children
- Apply on school websites and other “education” job posting websites

# Important Internet Sites for Education Majors

## General Websites

- Ohio Department of Education <http://www.ode.state.oh.us/>
- National Center for Education Statistics <http://nces.ed.gov/ccd/>
- U.S. Defense Dependent Schools <http://www.dodea.edu/home/>
- Salary Information from American Federation of Teachers [www.aft.org](http://www.aft.org)
- Praxis Requirements by State <http://www.ets.org/portal/site/ets/>

## Job Searching Websites

- Agent K-12: <http://www.agentk-12.org/>
- Nation Job: <http://www.nationjob.com>
- K-12 Jobs: <http://www.k-12jobs.com>
- K12jobspot: <http://k12jobspot.com/>
- Teachers.net Job Center: <http://jobs.teachers.net/>
- Academic Employment Network: [www.academemploy.com](http://www.academemploy.com)
- School Spring: <http://www.schoolspring.com/>
- Teach for America: [www.teachforamerica.org](http://www.teachforamerica.org)
- Teachers-teachers: <http://www.teachers-teachers.com/>
- Teacher's Support Network: [www.teachersupportnetwork.com](http://www.teachersupportnetwork.com)
- National Teaching Recruitment Clearinghouse: [www.recruitingteachers.org](http://www.recruitingteachers.org)
- Education Week: [www.edweek.com](http://www.edweek.com)
- Education World: [www.education-world.com/jobs](http://www.education-world.com/jobs)
- U.S. Department of Education: <http://www.ed.gov/teachers/jobs/find/edpicks.ihtml?src=ln>

Go to <http://www.bgsu.edu/offices/career/> for a listing of education job searching websites under Online Resources!

## Basic WorkNet Tips for Teachers

### To Access WorkNet:

- Log in to your MyBGSU web Portal at: [www.bgsu.edu](http://www.bgsu.edu) (we recommend using Internet Explorer as your browser).
- Select the QuickLinks tab located at the top of the page
- Locate the Career Center icon and Click on WorkNet: Jobs and Internships
- Log into WorkNet; Enter the same user name and password that you use to log into MyBGSU.
- Review the eight modules, located at the top of the screen. These include: Home, Profile, Documents, Search Jobs and Internships, Research Employers, Interviews, Events, Calendar.
- Click on the 'Profile' Module.
- Complete all required fields (field marked with a red \*) in the Personal Information and Academic Information tabs within this section. This step is required before WorkNet will allow you to search for jobs and internships.
- Click the [Save Changes] button before proceeding to the next section.

### To Upload a Resume

- Uploading documents onto WorkNet is necessary only if you are searching for an Internship/Coop assignment, Career (Post Graduation) position or signing up for an on-campus interview (including mock interviews and Teacher Job Fair interviews).
- You must complete the 'Profile' Module before proceeding with this section.
- Click on the 'Documents' module.
- Scroll down to the bottom of the page and click on the button labeled [Add New].
- Name your document.
- Select the type of document you would like to upload (Résumé, Cover letter, other documents).
- Click the button labeled [Browse] to upload the document from your files.
- Click [Submit].
- Click on the 'Pending Documents' tab. This screen will indicate your file status.
- Once the resume is accepted, you will be able to view the resume under the 'Approved Documents' tab.
- When first uploading your resume, you must go through an approval process with the Career Center. The approval process takes 2-3 business days. Upon approval, you will receive an e-mail from the Career Center that states one of the following messages:
  - Your résumé is accepted, you may now apply to positions via WorkNet
  - Your résumé has been reviewed, but not yet accepted (a list of recommended changes will be included)

### To Send My Resume to Employers

- Click on the 'Documents' module.
- Click on the 'Send My Resume' tab.
- Decide which resume you want to include in a Resume Book.
- In the Options column, click the [Select Resume Books] button.
- Type in the document name in the first field.
- Click the down arrow in the Target Opt-In Resume Book field. All the resume books you qualify for will be listed.
- Select the resume book(s) in which you would like to be included.
- Click the [Submit] Button.

**Note: This feature is not available until your initial uploaded resume has been approved.**

### To Schedule Teacher Job Fair Interviews

- On right hand side under "Find a Job/Interview" click on "Teacher Job Fair 2012".
- On the top left hand side scroll mouse over and click on "HOME".
- You will see all Teacher Job Fair 2012 Opportunities that are available.
- To view only positions in your licensure area you must select your licensure on the pull-down menu next to "MY MAJOR"
- To view details of the each position click on the binocular icon next to the "Apply" button.
- To apply for position click on little box next to position and on "Apply".
- Select interview time and click "Submit"
- This will then bring you to a page with confirmation details.
- Select "Print" if you would like to have a copy of the interview confirmation.
- You will also receive a confirmation email sent to the email address you have in WorkNet.
- Should you need to reschedule or cancel your interview go to the "Home" page and click on "Interviews" (3<sup>rd</sup> tab from the top right).
- All interviews that have been schedule will be listed. At the end of end position listed is the option to cancel or reschedule your interview.

### To Save Searches using WorkNet

- Click on the 'Search Job and Internships' Module.
- Select BGSU WorkNet Listings.
- Select the 'Advanced Search' tab.
- Click the box labeled 'Save as' and name the search (e.g. Teacher Jobs)
- Select your licensure under the Major/Concentration pull-down search option field.
- Click [Submit] button.
- Select the 'My Saved Searches' tab.
- From the list, find the name of your saved search (e.g. Teachers.) Under Options, click the 'Schedule' button.
- Click 'yes' next to the word Enabled (this will schedule your saved search)
- Determine the time frame/frequency in which you would like to receive e-mail postings (day, week or month.)
- Click 'yes' to receive only new results.
- Click [Submit] button.

## Teacher Interview Portfolio Essentials

### Portfolio Contents

- **Evidence of Best Teaching Practices**
- **Teaching Materials** *including unit/lesson plans, examples of creative ideas, communication and technology examples.*
- **Artifacts** *of your work and writing skills and your students' work and accomplishments.*
- **Job Hunting Documents**
- **Philosophy Statement**
  - *Brief statement summarizing your beliefs as an educator.*
- **Personal Statement**
  - *Concise statement describing reasons and motivations for selecting a teaching profession.*
- **Goal Statement** *List of immediate and future goals.*

### Portfolio Pointers

- **Be creative and original** ✎ *Design your own presentation; lead with your best material.*
- **Keep it concise** ✎ *Don't overload or over-do.*
- **Display organizational skills** ✎ *Categorize items; label for ease in reading.*
- **Tailor materials** ✎ *Select items closely aligned to the position sought.*

### Education Portfolio Resources

- **Canisius College (click on the Job Search Guide for Teachers-left hand side)**  
[http://www.canisius.edu/careercenter/credfile\\_resources.asp](http://www.canisius.edu/careercenter/credfile_resources.asp)
- **University of Tennessee-Chattanooga**  
<http://www.utc.edu/Administration/WalkerTeachingResourceCenter/FacultyDevelopment/Portfolios/#what>
- **University of Hawaii**  
<http://www.lll.hawaii.edu/sltcc/tips/portfolio.html#tpwebsites>

# Teacher Job Fair Basics

Tuesday, April 17, 2012

8:00am-5:00pm

Perry Field House

## School District Interview Schedules- Two Types

- **Pre-Scheduled Interview Schedules:** If your licensure area meets school districts' stated requirements, you will be permitted to sign-up for interviews through WorkNet prior to the Teacher Job Fair.
- **Half-Open/Half-Closed Schedules:** Five of the twelve school district interview slots will be available to schedule through WorkNet prior to the Teacher Job Fair. Licensure requirements must be met in order to pre-schedule the interview. The remaining interview slots will be scheduled by the school district representatives during the Open Sign-up Session.
- Interviews can be scheduled through WorkNet beginning @ 12:01 am, Monday, March 12, 2012

## Teacher Job Fair Agenda

- **Open Sign-up Session:** 8:00am-9:20am
  - Visit with school district representatives to arrange additional interviews.
- **Teacher Job Fair Interviews:** 9:30am-5:00pm
  - 30 Minute Interviews (25 Minute Interviews with School Districts with 5 minutes to transition.)
  - Lunch (12Noon-1:15pm) Two options available....
  - Bring a sack lunch
  - Dining Services will be on site to provide cash and carry lunch items

## Before the Teacher Job Fair

- Get plenty of rest the night before the event!
- Dress professionally. Please leave your backpacks at home.
- Remember to bring at least 15 copies of your resume and your Education Portfolio.

## Morning of the Teacher Job Fair

- There are no special parking spaces reserved for students/alumni attending the fair.
- Arrive early (7:45am). ***Please check in using your BGSU ID.***
- Pick up (or print off from the Career Center web site) a list of school districts attending the fair.
  - Distribute your resumes to school districts during the Open Sign-up Session (8:00am-9:20am).

## Questions?

Call the Career Center if Monday or Friday - **372-2356**

Call the College of Education if Tuesday, Wednesday or Thursday - **372-3349**