

U of U *Career Services* for Education Majors

Caroline Peck, the U's career counselor for education majors, is available for personal resume reviews, interviewing tips and practice, and advice on preparing and managing your "placement file." Make an appointment to meet with Caroline *before* the spring job search!

Caroline Peck
Career Counselor (for all teaching majors)
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SIGN UP FOR SERVICES *immediately* in the Career Services database, *UCareerLink*:

- 1) Go to the Career Services homepage: <http://careers.utah.edu>
- 2) If you already have a *UCareerLink* account, fill in your student login and password in the box at the upper right of the page. Update your profile to reflect your teaching major and upcoming graduation date.
- 3) You likely do *not* already have an account with Career Services. If that's the case, then click on "SIGN-UP FOR SERVICES" in the brown bar at the top of our homepage to create a *UCareerLink* account. Our *UCareerLink* database is completely separate from all other U of U student records; just use your student ID number for your username and choose anything you want for your password – short and simple is good! Be sure to select your major(s) and minor(s) within "EDUCATION, COLLEGE OF (TEACHING LICENSE)" in "Majors and Minors" category. Do NOT enter information about previous non-teaching majors and degrees you may have earned – just list majors in which you will be graduating after student teaching.

Signing up for services as an education major ensures you will receive e-mails from Caroline about resume assistance, registration for the Education Fair, current job opportunities, and upcoming on-campus interviews with Utah school districts. *Don't hesitate to send Caroline an e-mail at cpeck@sa.utah.edu if you have any questions about the sign-up process. She will be happy to check your account and make sure you have listed everything in a manner that assures you will be notified of all events and jobs of possible interest.*

MARK YOUR CALENDAR NOW:

Statewide EDUCATION FAIR
Tuesday, March 17, 2009
University of Utah Union Ballroom
8:30 a.m. – 3:30 p.m.

The Education Fair is a great opportunity to meet with recruiters and hiring districts from Utah and nationwide. You must register to attend through U of U Career Services. Caroline will keep you informed via e-mail about fair registration, districts attending, etc.

Initial screening interviews with recruiters from local school districts will be held at Career Services offices in spring 2009. Sign up for specific interview timeslots through your account in *UCareerLink*.

UPLOAD YOUR RESUME (Note: You first need to have created a resume in Microsoft Word format. Review it with Caroline to be sure it shows you off to best advantage.)

- a) Once you have logged in to the system, you will see a red tool bar across the top of the screen. Move your cursor to highlight “My Account” on the red tool bar.
- b) A pull-down menu will appear under “My Account”. Click “My Documents” from the pull-down menu.
- c) Scroll down to the resume bar, and click on “Upload File” on the right of the bar.
- d) Name your document in the “Document Name” box. (Give your document a unique name, not just “resume”. For example: “Marco Smith resume” or “Marco Smith – elementary teacher”.)
- e) Select the file to be uploaded by clicking the “Browse” button. (IMPORTANT: You must NOT have this document open in another application when you upload it. If you have the document open, close it now.)
- f) Select the document you need and click “Open”
- g) Click “Upload”

HOW TO SIGN UP FOR AN INTERVIEW DATE AND TIME

- a) Move your cursor to highlight “Employer Interview Schedules” on the red tool bar at the top of the page.
- b) A pull-down menu will appear under “Employer Interview Schedules”. Click on “SIGN UP – Interview schedules you are qualified for” from the pull-down menu.
- c) Scroll down and click on the blue Schedule ID number for the interview you desire.
- d) Click on “Sign-up” button that appears toward the top of the page. (NOTE: The “Sign-up” button will not appear if you do not have a resume uploaded. You must have a resume uploaded in order to sign up for an interview date and time.)
- e) Click on the blue date for the interview date you desire.
- f) Click on the blue “Sign-up” link for the time you desire.

YOUR PLACEMENT FILE

School districts and recruiters will ask you to provide your “placement file.” These are the documents they need to see in order to interview and hire you. In years past, a University office maintained your file and sent it to districts upon your request. Nowadays, students self-manage their files; they create, maintain, and submit their placement files themselves.

The only situation in which you would NOT be able to self-manage your file is if your file must contain something confidential (e.g., an evaluation of you that the writer does not want you to see). This situation is uncommon and is slightly inconvenient for you, but IF a person who will be writing a letter of recommendation, for example, wants you to sign a waiver of access so that the recommendation letter goes directly to a school district without your seeing it, then you will not be able to self-manage your file. You would then be required to submit your placement file materials to a credential service provider – a business that will update and submit your materials per your instructions. The company that we suggest is Interfolio. View their services and guidelines at *Interfolio.com*. For additional information on confidential files and/or Interfolio services, contact Patti Henriksen in Career Services at phenriksen@sa.utah.edu or 581-5726.

In most cases, you will assemble and maintain your placement file.

Create Your File:

Begin gathering materials well in advance of your job search. Most graduating teachers will want to include the following documents (copies, not originals!) in their placement file:

- Resume
- 3 letters of recommendation
- List of 3-5 references (professionals who have seen you teach). This document is a sheet completely separate from your resume, but with the same contact information about you as the heading on your resume. Include each person's name, title, organization, mailing address, phone numbers (several, if available), and perhaps e-mail address
- Student teaching evaluations
- Teaching certificate/letter of pending certification from the [Department of Teaching and Learning](#)
- Unofficial but up-to-date transcript (issued to students by the [Transcripts Office](#), phone 581-8964)
- Praxis test results

Polish your resume to perfection. Visit the Career Library in 390 SSB, the Career Services website at <http://careers.utah.edu/>, and, finally, your career counselor, Caroline Peck, for advice and samples of effective resumes. Request the items you need from other parties (letters of recommendation, transcripts, etc). For letters of recommendation, you should approach recommenders with your letter requests at least several weeks in advance of application deadlines.

Proofread your materials and make sure they represent you well.

NOTE: You likely will begin the interviewing and hiring process long before your placement file is complete. If you don't yet have your student teaching evaluations, or a particular letter of recommendation, or any Praxis test results, **DO NOT BECOME PARALYZED!** Assemble all possible materials that you **DO** have and begin applying for jobs. As additional placement file materials become available, provide them to all employers with whom you are in contact. Always carry your placement file with you to all interviews, and always be prepared to mail it to a district at a moment's notice.

Maintain Your File:

Keep your file materials current:

- 1) Update your contact information as necessary.
- 2) Get a new copy of your transcript whenever you complete more classes.
- 3) Revise your resume frequently to reflect new achievements, especially throughout your semester of student teaching.

Send (or deliver) Your File:

- 1) Take note of posted deadlines and be prepared to send your materials in time to meet them.
- 2) Send copies of everything and keep your originals for future use.
- 3) Make certain every single piece of paper has your name on it and includes all required signatures.
- 4) Do not fold your file materials; use a large envelope instead. Paper clip your materials together within the envelope.
- 5) Ensure that your envelope has the complete application mailing address, including:
 - a) Contact name
 - b) Department
 - c) Name of company or school
 - d) Building and room or suite number
 - e) Street address or P.O. Box
 - f) City, state, ZIP code