

EDUCATION RECRUITING DAY: WEDNESDAY APRIL 15, 2015

DEAR EDUCATION STUDENTS

We look forward to having you participate in this special event for JCU Education students. If you plan on interviewing on April 15, 2015 please note the following information:

- All students and alumni wishing to participate in this event must have completed an **On Campus Recruiting Orientation**. (Career Center advisors will be visiting your classroom and you will be receiving emails with a link to an online orientation tutorial)
- **Important dates and deadlines!**
 - **February 15th**: all resumes should be submitted to Jyl McLaughlin jmclaughlin@jcu.edu to begin the review process. We will contact you should an appointment be necessary.
 - **March 15th**: all updated and reviewed resumes should be submitted to your Career Connection account for activation by Career Services staff.
 - **March 19th @ 5PM**: Begin signing up for interviews to which you qualify
 - In Career Connection hover over the “On Campus Interview Schedules” tab and click on: **Sign Up for Interviews You Qualify For** and hit the “**search**” button.
 - A complete list of schools will appear. Please read the job description and be sure **YOU ONLY SIGN UP FOR INTERVIEWS WITH DISTRICTS THAT REQUEST YOUR LICENSURE**.
- **If you prefer** to schedule an appointment for a resume review or job search assistance at the Career Center call 216-397-4237. Evening hours are by appointment only.

THE DAY OF THE INTERVIEWS

- Interviews will be conducted in the **LSC Conference Room in the DJ Lombardo Student Center between 8:30am and 4:00pm**. A portion of the Jardine Room will be available for your convenience from 8am-4pm.
- **12:45 to 1:30**: Employers will be available for networking during this time. If you were unable to interview or have questions for specific schools this is the time to ask questions and meet additional recruiters.
- Parking will be available on campus for the day. Stop at the guard house and let them know you are attending the Education Recruiting Day.
- In **Career Connection** under **My Account > view My Activity** you will see a list of your scheduled interviews. We will not have interview schedules available on April 15th so you will need to keep your own list of interview times.

If you have questions about our sign-up procedures, contact Ms. Barb Koeth at 216- 397- 4431.