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TIPS FOR SUCCEEDING IN A TOUGH MARKETPLACE

Understand that there are always jobs—somewhere: Teaching jobs are out there in all types of settings—rural, small city, suburban or urban areas. UI new teachers have been hired in all of these markets. School districts with growing enrollments will be seeking new teachers; other districts may be facing teacher retirements that require replacements.

Mock interviews—getting ahead of the pack: Mock interviews with real employers gives you a tremendous advantage when the hiring season starts. Mock interviews allow you to answer questions and to receive honest and timely feedback. It might even be a job connection—you never know. UI mock interviews will be held in the Educational Placement Office on Wednesday, December 16. *Call 319.335.5353 to sign up for an interview.*

Never pass up an interview: Who knows? The hiring officials may have just the job for you. You'll never know their philosophy, beliefs, goals for student success, or professional development opportunities until you sit down and talk about it. When jobs are plentiful, you have the luxury of being more selective in scheduling interviews. When the market is tight, it's advantageous to meet with more recruiters. Check the Educational Placement Office website to learn about campus recruiters.

Polishing your marketing tools: Have you double-checked your résumé and cover letter? Did you check for typos? For grammatical missteps? For factual errors? And most importantly, do your marketing tools actually market or sell your teaching skills and talents? You'll never get the chance to have that interview if your résumé and cover letter don't promote you. Check the Educational Placement Office website to view helpful samples and templates.

Submitting applications: Many school districts use online application systems. You'll need to attach such things as your résumé, cover letter, transcript, references, philosophy statement, or essay questions. In addition, you'll need to complete the actual online form. Have everything at your fingertips so you can complete the form with efficiency. The Educational Placement Office can submit your letters of recommendation as *eLetters* to the hiring organization or search team. Go to the Educational Placement Office website to send reference letters.

Resources, resources, resources: Explore websites and job banks—it's the best place to discover job advertisements. Reviewing newspapers, networking with educators, and talking with your cooperating teacher and principal about your job interests are important steps as well. To find employment job banks for each state, go to the Educational Placement Office website and click on Find Jobs.