



TEACHER RECRUITMENT DAY CANDIDATE INVITATION

We are pleased to sponsor the annual Mid-Hudson Teacher Recruitment Day on **Thursday, March 22, 2012** in the SUNY New Paltz Student Union. Our Teacher Fair is different than other job fairs in that school districts choose in advance the candidates that they would like to interview. Preselected Candidate Interviews are held from 9:00 AM to 12:00 PM and 2:00 PM to 4:00 PM. There will be an Informal Open Networking Hour from 1:00 to 2:00 PM to allow all participating teaching candidates to speak with representatives from any school districts in attendance and to introduce themselves briefly.

This fair is your opportunity to be interviewed by school district representatives for current and/or potential teaching vacancies anticipated for the 2012/13 school year. In order to participate in this program, please carefully follow these steps:

- You must have your resume reviewed by a CRC Career Counselor by Friday, February 3rd. If you need assistance in writing a resume and to have it reviewed, please stop in during our drop-in hours on Tuesdays, Wednesdays and Thursdays from 1:30 to 4:30 PM and Fridays from 10:00 AM to 12:00 PM. Appointments are also available based on your schedule. Additionally, you may email your resume to careers@newpaltz.edu for a review. **PLEASE REMEMBER THE CAREER RESOURCE CENTER IS OPEN DURING THE MONTH OF JANUARY.**
- Submit your final resume on **resume quality paper** from 8:30 AM to 5:00PM to our office in HUM 105. We will be collecting resumes beginning Monday, February 6th- Friday, February 10th. Submit one resume for each district that you are interested in (Beginning February 1st, check our website for the names of participating districts and continue doing so until the above submission dates). Bring an **extra copy** for the Career Resource Center and be sure that it reflects your New Paltz affiliation. No cover letters or additional material will be accepted. **THE ABSOLUTE DEADLINE TO SUBMIT YOUR RESUMES TO OUR OFFICE WILL BE FRIDAY, FEBRUARY 10TH.**

If you choose to mail your resumes, follow these procedures:

Clearly designate in a letter the school districts that are to receive your resumes.

Place your resumes in a large envelope – please do not fold them.

Mail “Return Receipt Requested” through the U.S. Postal Service.

Resumes must be mailed no later than Monday, February 6th.

Send to: SUNY New Paltz, Career Resource Center
HUM 105, 1 Hawk Drive, New Paltz, New York, 12561

- Arrange your schedule so that you can be available on Thursday, March 22rd to participate in Preselected Interviews or the Open Networking Hour. You will be mailed, approximately one week prior to the event date, your Job Fair Schedule.
- Be sure to prepare for the interviews. To sharpen your interviewing skills, please either schedule a practice interview with our office or check our website for an Interview workshop (www.newpaltz.edu/careers) to attend.

Due to the fact that scheduling for this event is extensive, **deadlines are not negotiable**, so carefully mark your spring calendars with **ALL** the dates and times needed to participate in Teacher Recruitment Day. We want to remind you that this is only one way to search for a teaching position. The Career Resource Center has a range of other services to help you find a teaching job, including individual appointments, resume/cover letter critiques, and interviewing assistance. Visit our web page at www.newpaltz.edu/careers for a full listing of our services. Please call us at (845)257-3265 or come by the Career Resource Center, HUM 105, with questions about Teacher Recruitment Day, or your job search. We are here to help you!