Dear SUNY New Paltz Education Graduates,

The SUNY New Paltz Career Resource Center (CRC) is pleased to sponsor the annual MID-HUDSON TEACHER RECRUITMENT DAY on WEDNESDAY, MARCH 30, 2016 in our 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, and are 20 minutes in length. An Informal Networking Hour will be open 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 2016/17 school year. In order to participate in this program, please carefully follow these steps:

-RECOMMENDED STRONGLY THAT YOU HAVE YOUR RESUME CRITIQUED PRIOR TO SUBMISSION BY A CRC CAREER COUNSELOR. Districts will be making the decision to interview you based on this resume, so you want it to be error free. To have your resume 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 by calling our main office at (845)-257-3265. Additionally, you may email your resume to careers@newpaltz.edu for a review.

-Submit your final resume on RESUME QUALITY PAPER from 8:30 AM to 5:00 PM to our office in HUM 105 BEGINNING MONDAY 2/8 THROUGH FRIDAY 2/12. Submit one resume for each district that you are interested in (Beginning January 25th, 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. NO RESUMES WILL BE ACCEPTED AFTER 5 PM ON FRIDAY 2/12.

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 RECEIVED in the CRC NO LATER THAN FRIDAY, 2/12.
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 Wednesday, March 30th to participate in Preselected Interviews or the Open Networking Hour. Approximately one week prior to the event date, you will be mailed your Interview Schedule. You may need to communicate/arrange with your Cooperating Teacher in order to participate in the day/interviews. If you are interested in only attending the open hour from 1-2pm, communicate that you will need to be excused from student teaching for 1⁄2 day.

-Be sure to prepare for the interviews. To sharpen your interviewing skills, consider scheduling a practice interview by calling our main office at (845)-257-3265

Scheduling for this event is extensive, DEADLINES ARE NOT NEGOTIABLE, mark your spring calendars with ALL the dates/deadlines 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 CRC has other services to help you with finding a teaching job. For questions, please call 845-257-3265.