



December 2018

Dear Educator:

The College of New Jersey Career Center, in cooperation with the School of Education, cordially invites your school district to participate in our **Education Interview Days (EID)** program. The program provides an opportunity for school district representatives to interview on campus with December 2018, May 2019 and Summer 2019 graduates (Bachelors and Masters level) for prospective teacher and school counselor positions for the 2019-2020 school year.

Program Details

The **Education Interview Days** program offers school districts, time efficient access to TCNJ’s talented pool of candidates and the ability to conduct interviews with these candidates on our campus. The Career Center manages the resume collection and scheduling process, as well as serves as your host for your interview visit. Interested districts register for the program by the stated deadlines, review the resumes, provide The Career Center with the names of the students they would like to interview, and conduct interviews.

Interview dates. The program is consolidated into three interview dates to ensure a minimal impact on candidates’ spring student teaching schedules. Campus interviews will be held on:

- **Friday, March 8, 2019**
 - **Friday, March 29, 2019**
 - **Friday, April 12, 2019**
- *Location for all Education Interview Dates: Lower Level Decker Hall**

Program Fees - \$100 per interview date. Payment is not expected at the time of registration, but is due by the visit date. (Districts scheduling more than one visit may submit a check for the total amount (i.e., 2 registrations - one for 3/8/19 and one for 3/29/19, one check for \$200). Checks should be made payable to: The College of New Jersey

If you would like to participate: select an interview date(s), complete the registration form online indicating the positions for which you will interview, complete the Participation Agreement online **no later** than the registration deadlines provided in the timeline. If your district would like to participate on multiple interview days, please submit a separate form for each interview day. Please note: **Due to space considerations**, registrations will be accepted on a *first-come, first-served* basis. Registrants will receive confirmation letters **within two weeks** of registration deadline date. If you do not receive a confirmation please **call The Career Center** at 609-771-2161. Online registration is available at the following website: <https://bit.ly/2BMGWPO> **or will be available as of Dec 12th on the Career Center website at: career.tcnj.edu.**

We will advertise your opportunities to students, interested students will apply via Handshake, and resumes will be available for your review online via the Handshake system. After reviewing the resumes, please email (EID@tcnj.edu) the selection form with the names of the students you would like to interview by the dates listed below in the timeline. The Career Center will schedule the students for their on campus interviews and provide you with an interview schedule. *Please note:* changes may occur to the schedule, however a finalized copy will be provided the day of the event.

The following is a summary of the timeline:

Interview Date	Registration Deadline	Resumes Available to District	Selection List Required
Friday, March 8	Friday, Jan. 25	Thursday, Feb. 7	Tuesday, Feb. 19
Friday, March 29	Monday, Feb. 18	Monday, Feb. 25	Tuesday, Mar. 5
Friday, April 12	Monday, Mar. 11	Monday, Mar. 18	Tuesday, Mar. 26

The College of New Jersey produces graduates who are highly qualified candidates, prepared for teaching or school counseling positions in your district. As you may be aware, TCNJ has achieved national distinction for its commitment to excellence. We hope you will join us for this year’s **Education Interview Days** program. If you need additional information, please contact us at 609-771-2161 or EID@tcnj.edu.

Sincerely,

Audrey Cooper

Audrey Cooper
Assistant Director
Career Center

Debra Kelly

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Director
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