

Dear EID Student Participant,

I hope this email finds you well during this ever changing time. I first want to recognize the huge shift in education (both for you and the schools we work with for EID) recently and share that TCNJ is here to support your career related needs as we have in the past. Our focus is on providing support via virtual/at distance modes and we are moving quickly to adapt/adjust to the current situation. I will keep everyone informed as we navigate this process and how you can connect and utilize the support through TCNJ Career and Leadership Development.

As you know, the March 13th EID event moved to a virtual event. We moved the 908 in-person scheduled interviews to take place via virtual mode of the schools choice. The day was not void of technical glitches or last minute cancellations due to emergency meetings for the schools, however we were happy to be able to provide an alternative mode of connecting schools with students in such a short time period without having to cancel completely. If you had interviews scheduled and they were cancelled-We have asked the schools to be in contact with the students to reschedule. If the school contacted you directly for the cancellation or to set up the interview, then certainly respond to them. If it was cancelled prior or they had not made contact-I would recommend waiting for them to reach out to schedule (an email was sent to all of the employers last night). If you interviewed on March

13th, I have informed the schools that we have updated the date for you to make a decision on any offers to April 17th. I have also asked the schools for flexibility and understanding through this process as so many things have changed and because the March 27th and April 3rd programs have been cancelled. Just as I have asked the schools to have flexibility, I am also asking you all to have patience and flexibility. We all need to remember that the schools have had a major shift in how they educate and support students so they may need time/flexibility as well. If someone does not respond to your email, give them time to get back to you before sending a follow up.

To support connecting students and schools with employment opportunities, I have developed 3 Handshake options for schools who would like to move forward with the interview process (they can also choose to move forward using their own method of recruitment). Please see below for an overview of the updates:

- Resume Collect via Handshake-this option is listed under a specific interview type in our Handshake system. Schools can select this option if they would like students to see their postings/interviews in the EID “interview season” on Handshake. It is very similar to a job posting but it is for employers who plan to create an interview schedule and manage that schedule outside of the Handshake system. (There will be a specific time period the posting is open and selections are made in the Handshake system). This allows EID specific students to have quick access to the opportunity.
- EID Virtual Interview Schedule via Handshake-this option is similar to the “Resume Collect” as it is listed within the EID interview season in

Handshake but is for employers who want to create and manage their interview schedule through the Handshake system. The school selects the day they want to virtually interview and students apply to the posting and the specific interview day selected (this allows the school to set aside a date for interviewing and students only apply if they would be available to interview that day virtually). This also allows EID specific students to have quick access to the opportunity.

- Job Posting via Handshake-this option is open to all TCNJ students/alumni based on the criteria the school selects in the postings. It is not listed in the EID interview season on Handshake. The school will post and manage their jobs through Handshake.
- Postings on their own website/career page managed outside of EID

The schools participating are responsible for inputting their own postings in Handshake, I will not be entering the information. I will however be reviewing/approving resume collects, virtual interview schedules and education based job postings in Handshake. Keep an eye out for new postings, etc via Handshake. I anticipate it being a bit slow at first as they navigate the system and everything they need to do for their schools so keep checking and paying attention to the deadlines of the positions. I am not opening the posting for the schools until Monday afternoon so no need to check before Monday afternoon/Tuesday morning.

I have put some bullet points below for items you want to consider during this process and your job search in general.

- Check your email frequently and consider creating a way to track your applications (new and old), your follow up emails, interview requests

and other ways that the schools are connecting with you, how they are interviewing you (Google Hangout, Zoom, Skype, Phone), etc. There will be many things happening at once-Remember, we anticipated between 900 and 1000 interviews for each of the EID dates, and most of these will be moving online and you are responsible for managing your own scheduling (either via Handshake, email, etc). Stay organized in your job search, it helps!

- As new postings are approved, be sure you are applying to those you are interested in connecting with and pay attention to deadlines. The deadlines will not be the same for every posting so you need to be keeping track.
- If you are selected to interview virtually by the school, be sure to provide and obtain a phone number in the event there is a technical glitch. It happens so prepare for this to reduce stress and missing an interview.
- Be flexible and practice patience with the process. If this were a traditional job search, it might take time before hearing back etc so remember it might not be a fast turnaround time.
- Think about how this shift in interviewing is going to change your approach. I assume it will be unlikely that demo lessons can happen-think creatively how you can showcase or provide samples of your work/teaching style. You should also be reviewing the questions you want to ask your interviewer-if you are not able to physically go visit the school, what might you want to know, what questions can you ask to understand their culture to determine if it fits where you want to be.
- Be sure you are practicing your interviewing skills via virtual mode.
<https://career.tcnj.edu/students/career-guidance/the-big-interview/>

I hope that this very long email addresses most of your questions/concerns as we all navigate this time together. I will continue to be monitoring the eid@tcnj.edu email and also have support in responding to emails in that

account so please send questions to eid@tcnj.edu. As you can imagine, I am working with over 200 employers and close to 250 students just for this program so my email can get a bit backlogged. We are also in the process of creating an FAQ and once that is created, I will share it with the group. We are also working on adding information to our website for you to have access to regarding EID so stay tuned for information. You will receive updates/changes as they occur. Stay well, practice self care and know that I am here to support you through this journey.

Warm regards,

Audrey Cooper