



January 2021

Dear Educator:

The College of New Jersey Office of Career & Leadership Development, in cooperation with the School of Education, cordially invites your school district to participate in our **Virtual Education Interview Days (EID)** program. The program provides an opportunity for school district representatives to interview December 2021, May 2022 and Summer 2022 graduates (Bachelors and Masters level) for prospective teacher and school counselor positions for the 2022-2023 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 virtually on specific days. We manage the posting, resume collection and scheduling process for the program. Interested districts register for the program by the deadlines, review the resumes, complete the selection form (electronically) by the deadlines provided (**please note: late fees will be applied to late selection list submissions or registration will be cancelled if the deadline is missed**), and conduct scheduled interviews virtually.

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

- **Friday, March 11, 2022**-Program Fee-\$100 offering full selection process
- **Friday, March 25, 2022**-Program Fee-\$100 offering full selection process
- **Friday, April 8, 2022**-Program Fee-\$100 offering full selection process

Payment is not expected at the time of registration, but is due by the visit date (If a PO is provided, payment can be accepted within 10 days after the event date). Payment can be made by check, credit card or a PO can be provided. (Districts scheduling more than one visit may submit for the total amount (i.e., 2 registrations - one for 3/25 and one for 4/8, one check for \$200). Checks should be made payable to: The College of New Jersey attn. Career Center. **If the selection list deadline is missed for 3/11, 3/25 or 4/8, a charge of \$25 per TCNJ business day will be added to the registration fee. Selections returned beyond 3 business days will cause a potential cancellation for your registration with no refund.**

To participate: select an interview date(s) and complete the registration form/participation agreement online **no later** than the deadlines provided in the timeline below. If your district would like to participate on multiple interview days, please submit a separate registration 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 emails, detailed process instructions and invoices once we place your registration in the Handshake system and it is confirmed. If you do not receive a confirmation and invoice within two weeks please **email us** at eid@tcnj.edu. Online registration is available at the following website:

<https://forms.gle/3jb4nPszEvpHMjHi7> or on our website: <https://career.tcnj.edu/education-interview-days/>

The following is a summary of the timeline:

<u>Interview Date</u>	<u>Registration Deadline</u>	<u>Resumes Available to District</u>	<u>Selection List Required</u>
Friday, March 11	Wed, Feb 3	Thursday, Feb. 10 (3pm)	Thursday, Feb. 17
Friday, March 25	Fri, Feb 18	Thursday, Feb. 24 (3pm)	Thursday, Mar. 3
Friday, April 8	Thurs, March 3	Thursday, Mar. 10 (3pm)	Thursday, March 17

The College of New Jersey produces graduates who are highly qualified candidates, prepared for teaching or school counseling positions in your district. We hope you will join us for this year’s **Education Interview Days** program. If you need additional information, please contact me via email at EID@tcnj.edu.

Sincerely,

Audrey Cooper

Audrey Cooper
Assistant Director, Office of Career and Leadership Development