NCE Job Search Timeline

October-December
✓ Visit the Career Development Office website
✓ Complete the “Create a Career Plan” module in CareerBeam (accessed through your student portal) to learn about the job search process.
✓ Register for any required testing for state licensure
✓ Create or update your resume
  o Using the CareerBeam Resume Builder
  o Using the NCE Resume Guide
✓ Research school districts

January-February
✓ Meet with a career readiness advisor to review your resume and plan your job search strategy
  o Complete the “Create a Career Plan” module in CareerBeam (accessed through your student portal) to learn about the job search process.
  o Complete the “Resumes” module in CareerBeam
  o Contact us to schedule an appointment
✓ Collect letters of reference
✓ Create/update your interviewing portfolio
✓ Research Job Fairs
  o Check the CDO website for resources and dates

March-May
✓ Apply to school systems
  o Practice interviewing
✓ Check Hire NLU weekly to see what opportunities are posted
✓ Attend job fairs and interviews
✓ Consistent follow-up is crucial! Keep a log of communications and copies of your applications.

June-September
✓ Carefully review offers. If you accept, celebrate! Withdraw from all other interviewing processes.
✓ If no offer, repeat steps above and remain positive!
✓ Look for opportunities for teacher assistants or substitute teachers
✓ Work with a career advisor to analyze your job search methods and make improvements
✓ Stay optimistic; there may be mid-year openings and other opportunities
*Adapted from AAEE Job Search Handbook*