

The Rochester Area Colleges Teacher Recruitment Day (TRD) features school districts from the greater Rochester area, other parts of New York State, and other states seeking candidates for fall teaching positions. Participating districts are given the option of scheduling individual interviews with candidates in advance of the event, participating in an open job fair on the morning of TRD, or both. Teaching candidates may want to participate in both parts of the program.

### **Pre-scheduled Interviews**

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When you register you will be asked to upload a current resume for review by participating schools and districts. You will list the certification areas that you hold or will hold by Fall 2018 and you will decide which schools and districts you want to grant access to this information. The schools and districts will begin reviewing the resumes of candidates on March 1st, so we highly recommend that you complete your registration prior to this date for full consideration.

### **Scheduling Interviews**

If a school or district wishes to schedule an interview with you in advance of Teacher Recruitment Day, you will receive an e-mail message with a link to schedule your interview. For this reason, it is important that you provide a working and frequently checked e-mail address when you register! You should also use care when scheduling interviews to avoid scheduling them back-to-back. Sometimes interviews run long and you don't want to be late for your next interview! Pre-scheduled interviews will be held from 10:00am-5:00pm on April 18th and can be 15 minutes, 30 minutes, or 45 minutes in length at each recruiter's discretion.

### **District Updates**

As new districts register for the event, you will receive updates via email. This may mean that you will have to log back in to your registration and modify it to include the new school or district among those you have granted access to your information. You can continue to log back in to your registration to update your information, upload a revised resume, or make any other changes until approximately one week before Teacher Recruitment Day.

### **No Interview Guarantee**

No candidate is guaranteed to receive an interview at Teacher Recruitment Day. We have asked schools to make their interview decisions by March 28th, but our experience has been that they cannot always adhere to this deadline. Please continue to monitor your e-mail closely right up until TRD.

### **Open Job Fair**

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Some schools and districts have opted to participate in an open job fair and talk with any students who would like to talk with them. These include both in state and out of state districts, including some from the Rochester area. Some of these districts may seek to schedule interviews with candidates over the course of the day, others will just exchange information and possibly follow-up later. These districts have widely varying certification needs that change frequently. For this reason, they will wait to schedule their interviews until the morning of Teacher Recruitment Day.

### **Preparing for the Open Job Fair**

This is your best opportunity to talk with recruiters from other geographic locations and it makes sense to go into the program with a plan. You should review the list of participating districts and visit their websites in order to prepare a list of which districts are of greatest interest to you. NY State districts that have prescheduled interviews may leave the Open Job Fair as early as 10 AM, so it makes sense that you plan to arrive for the beginning of the program at 8:30 AM and move quickly from district to district. Flexibility is key to meeting as many schools/districts as possible.

### **Candidates Participating in Both Programs**

Take extreme care not to schedule Open Job Fair interviews at times when you have already scheduled an interview in advance of the fair. You should avoid scheduling interviews back-to-back as sometimes interviews run long and it can take time to move from one interview location to another.

### **Additional Recommendations**

You can leave resumes with schools and districts participating in the Open Job Fair even if the district does not appear to be seeking your certification area. Experience has shown that districts' certification needs change and districts may still contact candidates well after Teacher Recruitment Day.