Step 1: Know Yourself
- Identify your personal strengths, skills, interests, and values.
- Identify the geographic area you will search.

Step 2: Get Ready for the Search
- Complete the Central Career Network (CCN) registration.
- Get in the classroom! (Substitute, Observe, Volunteer)
- Develop/write the perfect resume. Sample resumes are available online at www.ucmo.edu/career.
- Have your resume reviewed by a professional in the field or a staff member in Career Services. Then upload your resume to your CCN account. (Walk-in resume review is offered 4-5 p.m., Monday-Friday)
- Request a copy of your transcript be sent to Career Services to be uploaded into your CCN account.
- Establish your Credential File.
- Register on MOREAP (www.moreap.net)
- Develop your “30 second speech” for short encounters with employers.
- Identify at least three individuals who will serve as references.
- Take advantage of the Career Development Workshops sponsored by the Office of Career Services.
- Schedule a practice interview with Career Services.
- Expand your professional wardrobe.
- Professionalize your voicemail message, email address, and social networking sites for districts.
- Research the type of school districts that are of interest to you through the CCN and your personal network.

Step 3: Begin your Search
- Attend Teacher Placement Day.
- Contact the districts you wish to pursue to learn their specific application process, and then follow through.
- Check the Central Career Network for listed positions on a regular basis. Job opportunities are posted daily.
- Network! Let as many people know as possible that you are looking for employment. Give them a resume and keep them posted on your progress and areas of interest. Include:
  - Professional organizations
  - Faculty, family, friends
  - Former employers, colleagues
- Prepare customized cover letters for each job/organization for which you are submitting your resume.
- Develop a system for tracking your contacts, interviews, and other job-search activities.
- Update the questions you need to ask as follow-up to your interviews.
- Send thank you notes following each interview.
- Continue to re-evaluate job search strategies and expand your network.
- Notify Career Services when you secure employment following graduation and update your Central Career Network profile ending your search.
**What are Credentials?**

It is your responsibility to set-up your credentials in the Central Career Network. All education majors are required to register with the Office of Career Services and are encouraged to create credentials **PRIOR** to placement for Student Teaching. Your credentials will be sent at **your request** to school districts as part of the application process.

**Your online credentials include:**

- Resume
- Unofficial UCM transcript
- Three to five professional references

**In order to complete your credentials on the Central Career Network, you must:**

- Make sure that the resume uploaded on the Central Career Network is your most **updated** copy, with current demographic information included in your “profile”.

- Request the Registrar’s Office send Career Services a copy of your transcript for inclusion in your credential file. A new transcript should be submitted following each semester.

- Request recommendations online in the Credentials section of your profile. Under the “Request Recommendations” tab, click on “Add New,” complete the reference request forms, and send them to your references. **Make sure that you contact each reference to ask them if they are willing to provide you with a recommendation before filling out this form.** You will need to decide if you want each reference to be confidential or non-confidential.

**CONFIDENTIAL:** You waive the right to view the completed evaluation from your chosen reference. The Office of Career Services is bound by the Family Educational Rights and Privacy Act of 1974 when dealing with confidential references. Office staff members are not allowed to make any comments concerning what has been written by the reference on the form. You must remember that once a reference is deemed confidential, it will **permanently** remain so.

**NON-CONFIDENTIAL:** You retain the right to view the completed evaluations. Once the recommendation is filled out, you will have access to review it online.

**Check periodically online to verify expected materials have been submitted.**

School Districts will require your credentials during the application process. Career Services will forward your credentials upon receipt of your order. When submitting your request, make sure to provide all of the information requested on the Order Form.

Most requests are processed and sent out within 24 hours. The cost per set (domestically) is $5.00.