

TCID, Wednesday, April 20, 2016

Hendricks County 4-H Fairgrounds & Conference Complex

1900 East Main Street, Danville, IN 46122

(13 miles west of I-465 off US 36 west)

(317) 718-6154/http://4hcomplex.org



Dear Teacher Recruiter/School Administrator:

We are delighted that you have chosen to attend this year's *Teacher Candidate Interview Day (TCID)*! This confirmation letter comes with information, instructions and advice on how to make the very most of your TCID recruiting experience. Please share it with everyone from your school or district who will be participating.

Arrival Time

We suggest that you be on site in the Expo Hall **no later than 7:45 a.m.** TCID begins with an Open Networking Session at 8:30 a.m., but you will need some time beforehand to check in, locate your table(s), find the morning refreshments, look over the materials provided for you, and prepare to meet the candidates. While we don't really recommend bringing a floor display given they can be somewhat cumbersome and can block the aisles (table-top displays work best), you are not prohibited from doing so.

The 2016 TCID Directory, Employer Message, and Potential Openings Forms

Your *Candidate Directory*, a booklet containing mini-profiles of participating candidates, will be provided upon arrival at TCID. However, we will email you the URL for the online *Directory* information a week ahead of TCID, so you can review the candidates who will be attending. When you arrive at TCID, your packet will include several copies of the *Employer Message to Teacher Candidate* form on which to write the name and institution for any candidates with whom you'd like to contact while at TCID. A TCID staffer will see to it that students get your messages and report to your table.

Another method for you to communicate your most current position openings is the *Potential Teaching Openings* form. A copy is included with this note - you may wish to complete this a day or two before TCID to include any additional openings which weren't included at the time of your registration for TCID. A TCID staffer will be happy to post this for you at the event.

The Open Networking Sessions

There are two open networking sessions, the first from **8:30-9:30 a.m.** and the second from **12:50-1:15 p.m.** During these periods, several hundred candidates will be circulating through the Expo Hall and lining up to talk with you and other recruiters. At a minimum, they hope to introduce themselves, drop off their resumes, and let you know of their interest in your school/school district. You will need to be prepared to make a quick decision regarding whether or not to offer a given candidate an interview. There are only so many appointment times available on your *TCID Scheduling Card*. Candidates have been advised that you will likely choose to reserve your interview slots for those who most meet your staffing needs. However, we hope you will take a few quality minutes with as many candidates as possible.

Lunch at TCID

While we do want you to meet and interview as many of our candidates as possible, we will be breaking at noon and moving to the adjacent conference center for lunch. We hope you will take this time to join in the friendly conversation with your colleagues and college career center hosts before going back to work in the Expo Hall by 12:50 p.m.

Wireless Access/Electricity

Unfortunately, the Hendricks County 4-H Fairgrounds & Conference Complex is **not in a position to provide internet access** for the size of this event. In addition, **electrical outlets are limited** and will be available on a first-come-first-served basis, and there isn't access to a printer/copier, so please be sure to bring with you plenty of anything you would wish to provide to the candidates. We regret any inconvenience this may cause.

TCID Orientation and Registration Payment

If you are new to our TCID event and would like to receive a call to go over any aspect of the day with a TCID staffer, we are certainly happy to answer any of your questions. Just send an e-mail to tcid@cccc-in.org or call 765-641-4196. For general information, including directions and overnight accommodations, please visit the TCID website at: www.cccc.in.org.

Once again, we are happy to have you participate in our 39th *Annual Teacher Candidate Interview Day!*

Sincerely,

TCID Committee, College Career Center Consortium (CCCC) of Indiana



College Career Center Consortium Institutions:

Anderson University ~ Butler University ~ DePauw University ~ Earlham College ~ Franklin College

Hanover College ~ Indiana University Purdue University Indianapolis ~ Marian University ~ Saint Joseph's College

Saint Mary of the Woods College ~ Taylor University ~ University of Evansville ~ University of Indianapolis ~ Wabash College