



TCID 2015

Wednesday, April 22, 2015

8:00 a.m. – 3:30 p.m.

*Hendricks County 4-H Fairgrounds & Conference Complex
Danville, Indiana*

*Sponsored by the
College Career Center Consortium of Indiana*

Anderson University • Butler University • DePauw University
Earlham College • Franklin College • Hanover College • IUPUI • Marian University
Saint Joseph's College • Saint Mary-of-the-Woods College • Taylor University •
University of Evansville • University of Indianapolis • Wabash College



Thank you for viewing this presentation about Teacher Candidate Interview Day, also called TCID.

TCID is sponsored by the College Career Center Consortium of Indiana (CCCC), a group of 14 Indiana colleges and universities. TCID has been a hallmark of this consortium since it began nearly 40 years ago.

Basic Facts about TCID

- Reputation for Excellence—nearly 40 years!
- Typically 50–100 schools and over 100–200 recruiters participate every year.
- Recruiters from Indiana and elsewhere around the U.S.
- 300–400 candidates normally registered to attend
- Event is for “new” teachers only: Current academic year December, May and summer graduates of teacher education programs from the College Career Center Consortium. Candidates must be from the fields of teaching, school counseling or school media.

For nearly 40 years, this event has earned a reputation for professionalism and for the high-quality teacher candidates who take part.

Every public and private school in the state of Indiana receives an invitation to attend TCID. School districts from nearby states and other areas of the U.S. also attend this event.

Each year, 300-400 candidates participate. To maximize the experience for the candidates and employers, attendance at TCID is limited to this academic year's December, May/June, and summer graduates from the member institutions of the College Career Center Consortium. Candidates must be from the fields of teaching, school counseling or school media.

Preparation before TCID

- Arrange to attend this all-day event.
- Do Your Homework. Know the employers who will be attending TCID and do some research at www.cccc-in.org on them.
- Thoroughly complete online applications, especially for your most desired schools.

In order to make the most of TCID, advanced preparation is crucial. Attending TCID is not an automatically excused absence from student teaching. You must make the necessary arrangements to be out of your student teaching classroom. Historically, making this request has not been a problem for student teachers.

Use the link on the TCID website at www.cccc-in.org to research employers. Do your homework and learn everything you can about the employers that most interest you. Your research will certainly pay off.

Many school systems appreciate when you complete their paper and online applications prior to TCID. This is very time-consuming, since each application may take 1-3 hours to thoroughly complete. Consider identifying your key schools and focusing on their applications first.

Your Educator Résumé

- **Polish your résumé.** If you work the fair correctly, you could hand out as many as 30 résumés. Do not wait until the week of TCID to have your résumé reviewed.

Your education professors or career center representative may be able to help, but only if you contact them well in advance.

Make sure your résumé is reviewed. Don't wait until the week of TCID to make your request.

Most find that they can easily distribute 30 résumés or more at TCID. Plan to bring plenty of copies with you since there will not be a public copier or printer on site should you run out of résumés.

Print your résumés on white, ivory or light gray résumé paper—not regular printer paper.

What Should I Wear?

Most candidates wear a business suit to TCID. Select your attire carefully! Wear the most professional-looking clothes you have. Make any necessary purchases. Comfortable dress shoes are a must, since it can be a long day on your feet.



Historically, the students from our colleges and universities really go all out on their professional business attire. Best bets are dark or neutral colored suits. Men should wear ties and dress shoes. Women should wear closed-toed dress shoes, conservative make-up and jewelry. Everyone should have neat, well-groomed hair. Cologne/perfume should be used sparingly. This isn't the time for your apple sweater or denim jumper.

Travel Light!



These job seekers have the right idea. Carry only your résumé and a small portfolio case. Avoid the bulky briefcases and tote bags. Not only does the baggage become heavy for you to carry, it makes it difficult to offer a firm handshake. Don't forget your pen.

**Hendricks Co. 4-H Fairgrounds
& Conference Center
1900 E. Main St., Danville, IN 46122**



Link to map & driving directions: <http://www.4hcomplex.org/about/directions>

TCID will be held at the Hendricks Co 4-H Fairgrounds and Conference Complex, in Danville IN. Don't wait until the day of the event to figure out how to get there. Chart out your route in advance and give yourself extra time so that you won't be late and miss the opening networking session. Cut and paste the URL from this slide into your browser to go online to link to directions and a map.

Plan to arrive no later than 8:00 am. You will need at least 30-45 minutes to check-in, find your seat, review the materials provided to you, and organize your thoughts.

When you check in at TCID, you will receive the following materials:

Interview Scheduling Card

(For scheduling interviews)

Employer Booklet & Table Layout

(Listing all participating employers and their contact info.)

Evaluation Form

(To help us improve TCID)

Name Badge (if you didn't bring one)

(Please return to your school representative before you leave TCID)

When you arrive at the Hendricks County Fairgrounds you will need to check in at the tables. You will receive an interview scheduling card for recording any interviews that day. You will receive a booklet that lists every employer in attendance and their contact information. You will receive a map that will help you locate the employers in the room.

Finally, you will receive an evaluation form. It is important that you turn in the completed evaluation form and your name badge before you leave TCID. Students' comments have always helped us to better prepare for the next year's TCID, and we like to recycle name badges as much as is possible each year in order to keep event costs to a minimum.

Typical Schedule for the Day

- 8:30 – 9:30 am Open networking session #1 with recruiters
- 9:30 – 9:45 am Administrator prep time
- 9:45 – 11:00 am Interviews
- 11:00 – 11:10 am Break
- 11:10 – Noon Interviews
- Noon – 12:50 pm Lunch Break
- 12:50—1:15 pm Open networking session #2 with recruiters
- 1:15 – 2:05 pm Interviews
- 2:05 – 2:15 pm Break
- 2:15 – 3:30 pm Interviews
- 3:30 pm TCID Adjourned
Please complete your evaluation form!

This slide provides an overview of the TCID schedule. As you can see, the day begins with an Open Networking Session at 8:30 a.m. - this is your first opportunity to engage school recruiters and administrators to secure your interviews for the day, so plan to be there on time and ready to network!

Teacher Candidate Interview Day



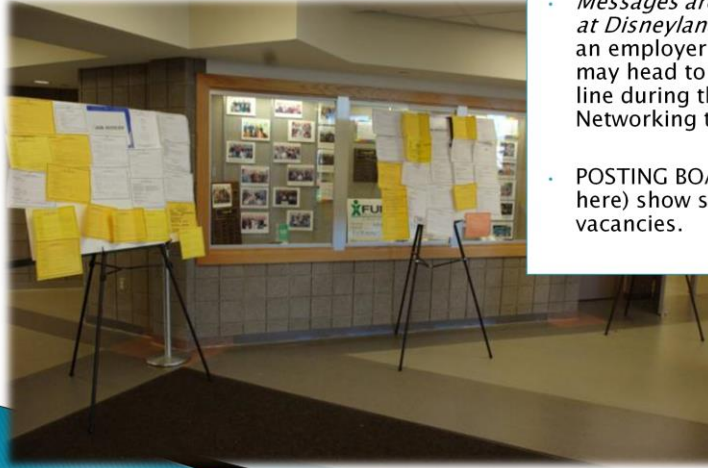
- Students sit together, grouped by their college/university in Hall B or another room of the Conference Center.

Before the Open Networking session you will be asked to remain in Hall B or another room nearby. A specific group of seats will be reserved for your college/university. Please take your seat after checking-in.

Do not approach any school administrator or their table before the official start of TCID at 8:30 am. The employers need this time to review your registration information and prepare for the day.

By remaining in this general vicinity when not networking or interviewing, both event staff and school officials will be able to locate you more easily and communicate with you as needed.

Messages & Postings



- MESSAGE BOARDS are used to post employer messages to candidates, i.e., invitations to interview.
- *Messages are like a fast pass at Disneyland.* If you have an employer message, you may head to the front of the line during the Open Networking time.
- POSTING BOARDS (shown here) show school system vacancies.

When you do step out of this area, you may want to check the **message boards** located near your school's assigned seating area.

Because you register in advance online, the school administrators will have access to your registration material prior to the beginning of TCID. Some will complete message forms, requesting you visit their table to schedule a job interview. Please check the message boards frequently to see if you have any messages. If you receive a message from a school representative, you may take your message and move to the head of that school's line during the Open Networking sessions. Be sure to bring your message slip with you.

Often schools don't know what openings they have when they register in December to attend TCID in April. The **Posting Boards** show you what positions are open at various schools.

Have a Strategy



Identify your target employers and find them on the table layout map.

Use your time effectively prior to the beginning of the Open Networking sessions. Chart your strategy by finding your desired schools in the Employer booklet and locating them on the table layout map.

An announcement will be made to begin the Open Networking session. At that time, you are free to approach all the employers at their respective tables.



- The Open Networking Session begins in the Expo Hall adjacent to the Conference Center. Distribute as many résumés as possible.
- Most interviews will take place in the weeks and months following TCID. Don't be discouraged if you are unable to schedule the appointments you want on this day. The value of TCID will likely become apparent after the event as a result of the contacts you make and your follow up efforts.

When the Open Networking sessions are announced, be prepared to approach the employers' tables. Some employers will ask you to schedule an interview with them for later in the day. Other employers will merely chat with you, accept your résumé, and send you on your way.

Do not be disappointed if you do not schedule any or only a few interviews. Most schools do not know exactly what their vacancies will be by this time in April. Instead, the employers will make notes about your conversation and most often will contact you in the weeks following TCID.

TCID alumni tell us **that the number of interviews you schedule at TCID is not as important as the number of résumés you distribute or the brief conversations you have.**

Where possible, recruiters are in alphabetical order.
Larger school systems may be out of
sequence since they require more space.



This slide gives you a good idea how the employer tables are set up in the expo hall. Most employers are easy to find. Where possible, recruiters are in alphabetical order. Some larger school systems may be out of order since they require more space or long lines are anticipated. Mark your layout map with your target school employers.

Make a Positive First Impression



- Offer a firm handshake
- Smile!
- Introduce yourself
(Sample: *"Hi. My name is John Smith and I am graduating from Anderson University with a degree in Secondary English Education."*)

When you are networking with the employers, be prepared to do three things:

- 1) Offer a firm handshake to the employer.
- 2) Smile! Your nerves will ease if you put a smile on your face.
- 3) Introduce yourself. It is OK to have a practiced introduction. It does not have to be long. Here is an example on the slide.

If you do these three things, you will distinguish yourself from the majority of job seekers who will simply walk up to the table and wait for the employer to start the conversation.

Use Your Time Well!

Don't use all your networking time standing in one long line.



Strategy is important during the Open Networking sessions. It is possible to spend the entire time standing in one long line if you aren't careful. If you find that your preferred schools/districts have long lines, consider moving to other recruiter tables. You may be surprised to discover a great school district and employment opportunity by doing so.

Employer Tables



This slide shows an example of an employer table. Note the signs on the table that indicate the areas in which this employer is recruiting - elementary education, all grade—such as physical education and music, and all areas displayed on her table. These clues can save you time when selecting tables to approach.

Note: the colors of the signs may be different this year.

Recruiter Tables



- After the Networking session, you will be asked to return to your seat in Hall B or elsewhere in the adjacent building until your interview times.
- During the interviews, you *may* network with employers displaying this sign in the Exposition Hall.

When the announcement is made ending the Open Networking sessions, please return to the seating area assigned to your school. When it is time for the first interviews, another announcement will be made.

During the interview sessions, If you do not have an interview and an employer is displaying this "Yes, I can talk now!" sign, you may approach their table to network. If the employer is occupied with another student, do not approach their table.

Recruiter Tables

- Please be courteous to employers and students who are holding interviews.



During the interview times, please keep your conversations hushed and courteous. I'm sure you can imagine how distracting it is to interview in this setting. You will want and expect the same consideration during your own interviews.

Refreshments and Lunch

The food tables in the Expo Hall are for the recruiters.

You may eat lunch at nearby restaurants during the lunch hour.

Most recruiters will take a break during the lunch hour.



You may see food and beverage stations within the Expo Hall at Teacher Candidate Interview Day. Please be aware that these refreshments are provided for the school officials and staff only. Fortunately, the fairgrounds is located near a variety of restaurants for your convenience. During the lunch hour, many school/school district representatives may leave the main job fair hall to enjoy a quiet lunch.



- Interviews are held before and after lunch.

As you saw, the schedule for the day includes job interviews before and after lunch. Also, there is a second, shorter open networking session to start off the afternoon.

Photos from TCID



Representatives of every school district interview in their own ways. Above, you can see one employer talking to two candidates at once. Though this approach is rare, some employers do this. You will also find a few employers speaking with small groups of candidates.

Hamilton Southeastern has another system for interviewing. Usually they conduct greeting interviews in the morning, then call students back for longer interviews later. Keep this in mind since this practice is becoming more common. We believe that this event works better for students when you connect with more employers. If an employer conducts only 10 or 15-minute interviews, then it is more likely that more students gets face-to-face time with the district.

Some teacher candidates choose to leave TCID after the morning interviews. This means they may also miss out on possible interview opportunities later in the day. We recommend that candidates stay through the second open networking session. You never know what can happen—what unexpected contact can lead to a conversation which can lead to a second interview and job prospect, so be patient and take advantage of as much of this unique opportunity as possible.

As adults, you will have to decide when to leave TCID based on your own situation and responsibilities.



You might want to bring a snack or beverage with you for the day. Standing on your feet all day and talking with employers can really wear you out.



**See you
April 22nd!**



You only get to attend **one** Teacher Candidate Interview Day. We hope this orientation presentation has answered many questions and prepared you to make the most of your experience. See you April 22nd!