

Hinsdale 86 website (Human Resources)

<http://hinsdale86.org/departments/hr/Pages/default.aspx>

Job Search

DuPage County Regional Office of Education: <http://www.dupage.k12.il.us/teachers/vacancies.html>

GenralAsp AppliTrack System:

DuPage County: <http://www.generalasp.com/dupage/onlineapp/jobpostings/view.asp>

Cook County: <http://www.generalasp.com/cook/onlineapp/jobpostings/view.asp>

Kane County: <http://www.generalasp.com/kane/onlineapp/jobpostings/view.asp>

Lake County: <http://www.generalasp.com/lake/onlineapp/jobpostings/view.asp>

DeKalb County: <http://www.generalasp.com/dekalb/onlineapp/jobpostings/view.asp>

McHenry County: <http://www.generalasp.com/mchenry/onlineapp/jobpostings/view.asp>

Job Fairs

February 6 – NWSA Job Fair at Donald E. Stephens Convention Center (formerly COD Job Fair)

February 11 – University of Iowa

February 12 – Augustana College

February 18 – ISCPA (Illinois Small College Placement Association) @ Drury Lane

March 1-5 – Mid-America University Job Fair

March 1 – Northern Illinois University

March 2 – Illinois State University

March 3 – Eastern Illinois University

March 4 – University of Illinois-Urbana/Champaign

March 5 – Northeastern Illinois University

March 9 – Bradley University

Job Fairs

Come dressed appropriately!

- Minimum of business casual
- Preferably dress shirt, tie, slacks, dress shoes.

Attitude!

- Confident, not arrogant

Be prepared

- Concise one page resume (if possible) with highlights
- Be prepared to talk about
 - Why you are going into education (even though it may be true, do not say “summers off”)
 - Importance of physical education
 - Sports background and interests

Differentiate yourself

- Have more than one endorsement or be prepared to commit to acquiring more endorsements
 - Drivers education
 - Health education
- Highlight your accomplishments – if you feel they are significant, then they are!
- Hand written personalized note within 1-2 weeks after meeting recruiter thanking them for their time and expressing continued interest.

Application Process

GeneralASP Applitrack

- On-line system
- Most districts use
- Shared information
- Be thorough
 - Complete all areas
 - Make sure you are answering questions appropriately
 - Double check your spelling
 - If you are not sure on some information, save where you are at and come back later to complete
- Essay style questions
 - USE Word or a similar product with a spell checker. Past response in.
 - Have someone else read your responses to the questions before posting
- Have all your documents ready
 - Transcripts
 - Certifications
 - Letters of reference or recommendation on their letterhead and with signatures.
 - List references from professors or employers. These carry more weight than family friends.
 - Scan to PDF and NOT any image format.
- Refresh application regularly
- Do not mail resume and information to district