

Education Interview Day

Washburn University Career Services
Morgan 123 (785) 670-1450
www.washburn.edu/services/career

Frequently Asked Questions- Candidates

Credential Files

What is a Credential File?

A credential file contains a copy of your resume, an unofficial copy of your WU transcript (Career Services will obtain this from the registrar's office), and letters of reference. In order to ensure the legitimacy of information, a WU credential file cannot contain transcripts from other colleges/universities; these must be provided by the candidate directly to the school district. After you are hired, you will need to provide an official copy of your transcript from the registrar's office (670-1074, Morgan 115) before you can begin teaching. The copy in your file will not be acceptable for this purpose.

What is the difference in an open and closed file?

You have the ability to access an open file; a closed file is confidential and you are not able to view the contents of the file. Since you created your resume and have access to your transcript at any time, the only real difference is whether or not you are able to read the letters of reference. In an open file you can read your letters of reference; in a closed file you cannot read your letters of reference.

How can I have my Credential File sent out?

Credential files can be sent to school districts at your request. There is a \$4.00 fee for mailing and a \$7.00 faxing credential files. This can be paid by cash, check, or credit card.

To request your file be sent out, contact Judy Smith at:

judy.smith@washburn.edu, OR (785)670-1450, OR stop by Morgan 123.

You MUST provide the following information:

Name of person receiving credentials (if available)

School Name with USD# (if applicable)

Address, including P.O. Box (if applicable)

City, State, Zip Code

Fax Number (if faxed)

You must also include YOUR name, graduation date, phone number, and email address.

The file will not be sent out until payment is received.

Reference Letters

Does the reference letter need to be on a certain form?

No. If you would prefer to provide a reference form as a reminder to your references, there is a form available. Have your reference mail letters of reference to:

Career Services, Morgan 123

1700 SW College Ave

Washburn University

Topeka, KS 66621

Who should write my reference letters?

The best reference letters are those written by an individual who has knowledge of your teaching ability. Your cooperating teachers and any professors who have supervised you in a classroom setting are excellent references. Professors in the education department and past or current employers or supervisors also make great references. Avoid using references who have not observed you in a professional setting, such as family friends.

What reference letters are in my file?

Please check with your references prior to contacting Career Services. To check on the status of your reference letters, call 670-1450 or stop by Morgan 123.

When do my reference letters need to be in my file?

There is no due date for reference letters. As we receive letters from your references, these will be included in your file. When you request your file be sent to school districts, we will send it as is, regardless of the number of letters. It is to your advantage to follow up with your references and ensure that your letters are received in a timely manner.

Education Interview Day***The school district has 2 interview schedules; do I need to sign up for both?***

No. The interview conducted during EID is typically a 30 minute screening interview and will be very similar (if not exactly the same) for each interview schedule. Sign up for one interview schedule for each school district you are interested in. If you are interested in teaching at two different levels (for example, middle and/or secondary) be sure to make this known to the employer during the interview.

I interviewed with this school district at a previous Education Interview Day, but am still very interested in working for them. Should I interview again at EID?

It depends. Some recruiters would like to meet with you again and others would prefer not to (since they are using the same screening interview each time). If you are unsure, call the contact person listed for the school district, let them know your situation, and ask what they would prefer. This demonstrates your interest and initiative. When in doubt, sign up again. This will give you another personal contact with the recruiter, and allow you to reiterate your interest and provide information about your student teaching experiences.

When can I sign up for interviews?

Online interview sign up through the BodJobs system begins approximately one month prior to the event. Many interview schedules will be filled quickly, so sign up early! Online interview sign up ends a week prior to Education Interview Day; this allows Career Services and the school districts time to make final arrangements. Check with Career Services for information on current dates.

What can I do if the school district cancels at the last minute?

School districts with few or no candidates may decide not to attend Education Interview Day. If the school districts provide sufficient notice, Career Services will contact you with any changes prior to the event. Please be flexible since last minute changes are common. If a school district cancels their attendance, feel free to contact the school district and let them know you are interested in arranging an interview separate from the event.

What will employers receive on Education Interview Day?

Each school district you interview with will receive a copy of your resume.

Job Search***Does my resume look okay?***

Career Services is happy to help with your resume/cover letter and any other aspects of your jobs search! Please call 670-1450 to set up an appointment to review your resume.

I have never had a professional interview before. How can I prepare?

A mock interview is a great way to prepare for your interviews. In a mock interview you will be asked questions typically asked by school recruiters and have the opportunity for feedback and suggestions for improvement. Contact Career Services at 670-1450 to set up a mock interview.