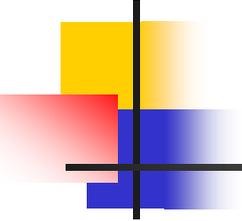


# Alternative Careers for Teachers





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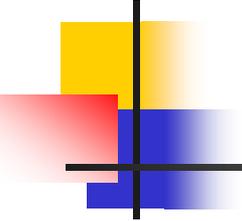
Presented by:

Cleveland State University

Career Services Center

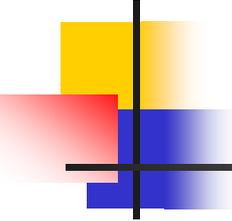
John Scanlan, Assistant Director

Karen Lieske, Career Coordinator



# Teaching Options

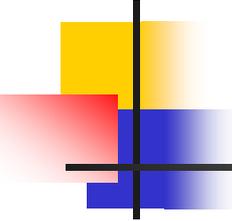
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# Teaching Options

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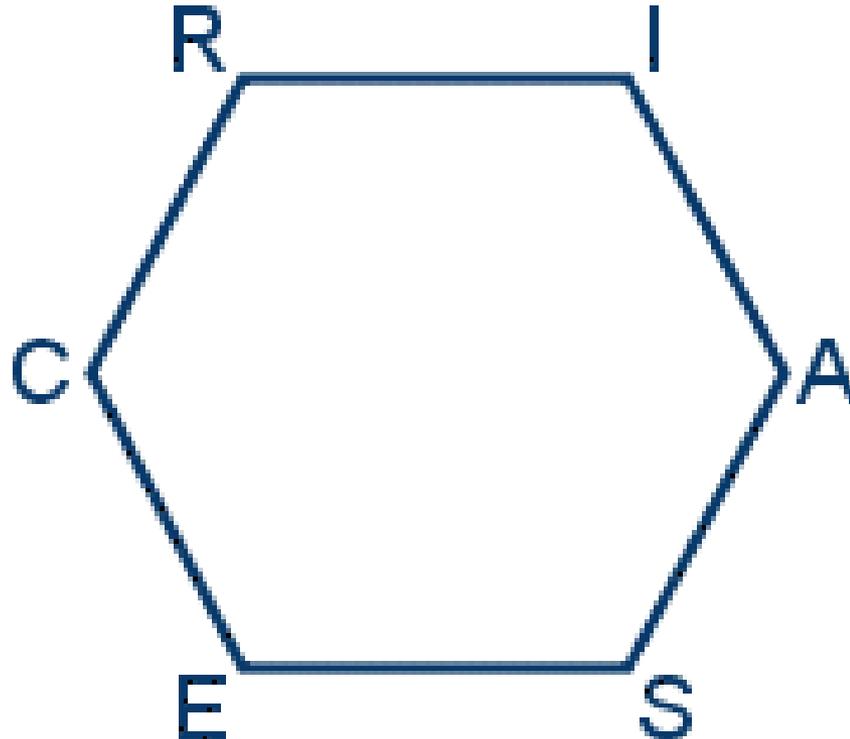
- Wait and hope to get called back
- Apply in other districts/ states
- Tutor- school districts and elsewhere
- Permanent substitute
- Substitute
- Pursue special education

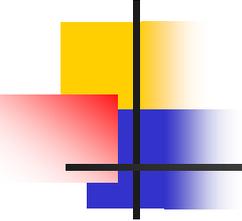


# Know Thyself

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- Interests -Party Game
- <http://www.bigjobportal.com/riasec/>

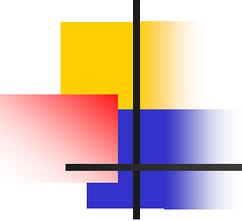




# 60 Second Skill Exercise

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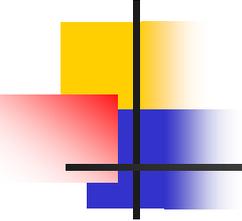
- Small groups of 3-5
- Brainstorm and make list of skills you developed as teachers
- Share with whole group



# Compare list of group with list below

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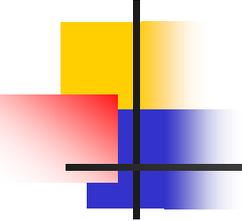
- Work under pressure and meet deadlines
- Keep accurate and usable records
- Excellent written and oral communication skills
- Organization
- Motivation
- Good research, library and computer skills



# Personality Test

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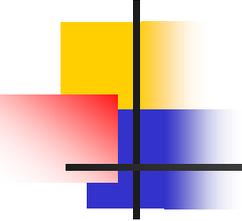
- <http://www.humanmetrics.com/cgi-win/JTypes2.asp>
- Skill inventory



# What Can I Do if I Can't Find a Teaching Job?

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- <http://www.csuohio.edu/offices/career/strategies/educationstrategies.html>
- <http://tinyurl.com/2vmepuo>



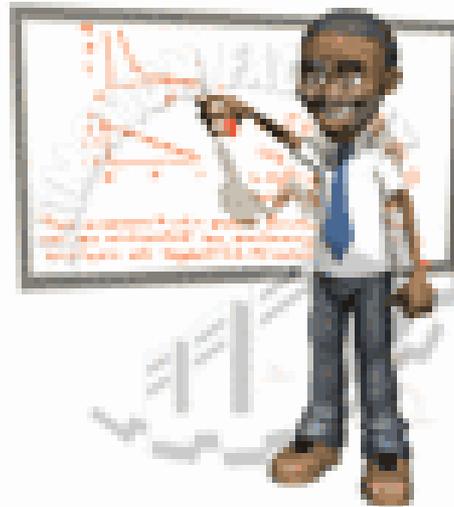
# Transferable Skills

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- To other occupations and professions
- Avoid trap of saying “my resume shows I’ve never done anything but teach school.”

# Ways of Using What You Have Learned

- Teaching your subject to new clientele
- Developing new specialty to teach
- Adapting teaching skills to non-teaching careers

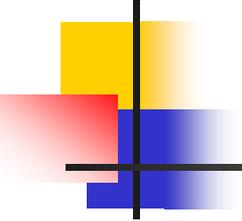


# Non-teaching Careers

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- What are some examples that come to mind?



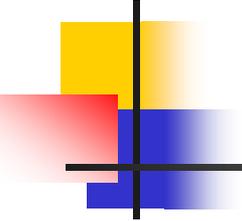


# Non-teaching Careers

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- Administration
- Advertising and public relations
- Business
- Government
- The media
- Entertainment

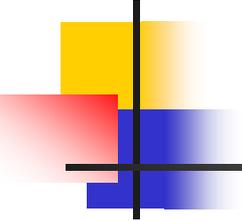




# More Non-teaching Careers

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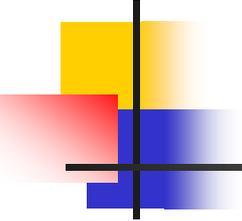
- Museum work
- Personnel
- Research
- Writing
- Counseling and other helping professions
- Publishing



# Change Your Attitude

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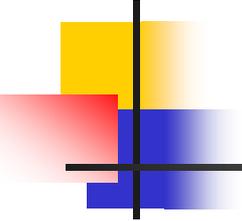
- Picture yourself in new career
- Make contacts
- Conduct informational interviews
- Alumni Associations
- Professional associations
- Volunteer



# Informational Interviews

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- Ask for 15 minutes for career information and advice
- In person
- Do not ask if any jobs
- Send thank you



# Social Networking

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- Facebook
- LinkedIn
- Google
- Blogs

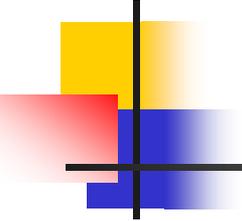
**Linked**  <sup>®</sup>

# Develop Action Plan

---

- Keep a schedule/ calendar
- Value/ skill inventory
- Research alternatives
- Occupational Outlook Handbook-  
[bls.gov](http://bls.gov)
- Networking and informational  
interviews





# Action Plan

---

- Social networking
- Business cards- [www.vistaprint.com](http://www.vistaprint.com)
- Register at [ode.state.oh.us](http://ode.state.oh.us)
- Contact Alumni Association and Career Services from your college
- Revise resume
- Stay positive

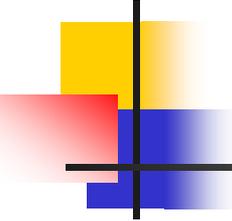


# Resumes:

## What do you know about...

---

- Length
- Content
- Format
  - reverse chronological
  - functional
  - blend



# Resumes:

## Rules

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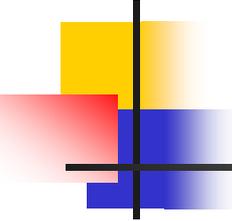
- One page
- Ten years
- Perfect

# Resumes:

## Reverse Chrono Outline

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- Name, address, phone, email
- Key Skills/Keywords
- Experience
- Education
- AHI



# Resumes: Experience

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- Write out everything you do in a day/week/semester
- Active verbs
- Quantify (if possible or relevant)
- (Don't use parentheses)
- Show creativity, problem solving—your personal spin on work

# Resumes:

## And while you're at it...

---

- Look for themes
- Teaching
  - Writing
  - Research
  - Fund raising
  - Technical
  - Program Development
- Counseling
  - Training
  - Administration
  - Management
  - Leadership
  - Analysis

# Resumes:

## Build your functional resume

---

- Best for changing direction
- Where you want to go, not where you've been
- Mix and match with the *slash*

# Resumes:

## Build your functional resume

---

- Choose three strong themes
- Write modules you can change out
- Put employment history at bottom:  
Employer, title, dates on single line

# Resumes:

## Example- Functional Resume

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### **Communication/Organization**

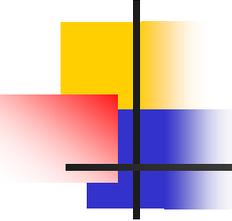
- Organized fund raising drive for non-profit organization, raised \$X,XXX.
- Developed and distributed monthly newsletter for members
- Planned activities for twelve energetic girls, enhancing their knowledge about science, social skills and economic concepts
- Motivate team members to achieve goals, resolve interpersonal conflicts

### **Record Keeping/Data Management**

- Created database to track member records and fundraising goals
- Managed receipts, assured accuracy and integrity in record keeping
- Planned calendar of events, assured dissemination of information to members

### **Interpersonal**

- Excellent motivational skills in working with diverse groups
- Accomplished presenter at large group meetings
- Polished customer service skills, adept at resolving problems



# Cover Letters: Good

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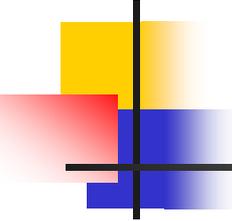
- One page, three paragraphs
- Addressed to individual
- Connect you to the job
- Tell a story to illustrate your skills

# Cover Letters:

## What will your story be?

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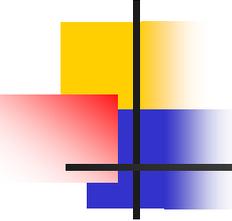
- “Some of my most rewarding moments have come while working with patients in the exam room. Whether it is dealing sensitively with a pregnant teenager or piecing together disparate symptoms into a solid diagnosis or puzzling out how aspects of a patient’s culture may affect their attitude about healthcare, primary care is where my passion lies.”



# Cover Letters: Openings

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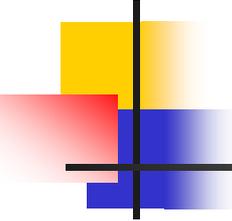
- “Can you use an experienced trainer who can analyze your company’s needs, design on-target programs and deliver them with strong platform skills?”
- “What do teaching and non-profit management have in common? The need for strong communication skills, targeted planning, and an understanding of...”



# Cover Letters: Things to do

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- Employer-focused
- Interesting, easy to read
- Confident
- Grammar, spelling, punctuation



# Cover Letters: Things to avoid

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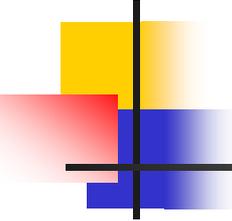
- The “I” word
- Boring
- Lack of confidence

# Interviewing:

## Prepare

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- Evaluate your career goals
- Think about questions the interviewer might ask you
- Prepare questions for the interviewer
- Familiarize yourself with the location of the interview prior to going
- Create a list of your qualifications vs. job requirements



# Interviewing: Prepare

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- Research the organization and/or the position
- Utilize the Internet, annual reports, newspapers, magazine articles, professional journals, and the Career Services Center

# Interviewing:

## Prepare your TMAY Statement

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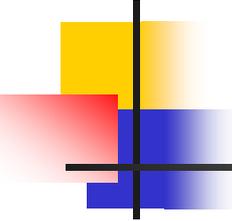
- Introduction: .... Thank You / Let Me Tell You About Myself
- My goal is to find a position as: .... (Mention functional title / area and 1/2 Key Skills)
- My educational background includes: .... (Mention if supportive of objective: Degree & Major)
- I've developed these skills in a variety of roles: .... (Mention key positions and / or industries)

# Interviewing:

## Prepare your TMAY statement

---

- An example of one of my Achievements relating to my Key Skills are: .... (Make connection between 1 example on resume and Key Skill from Resume Objective)
- The reason I am currently in the market: .... (Talk about positive / forward movement in your career)
- In summation: .... (Mention any of 6 E's: Experience → Education → Examples → Effective → Enjoy → Excitement)



# Interviewing: Appear

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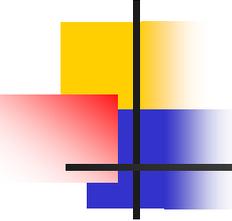
- Dress!
- Early
- First impression

# Interviewing:

## Actually answer questions

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- TMAY
- Greatest strength?
- Greatest weakness
- Five years?
- Salary?

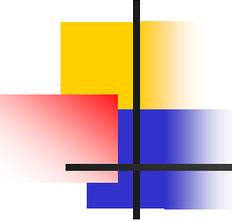


# Interviewing:

## Behavioral questions

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- Tell me about a time...
- BAR stories



# Interviewing: Your questions

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- Can you describe the “ideal” candidate for this job?
- What would you like to see me accomplish in the first six months?
- If you do not understand what the job entails: ask for clarification of what your specific role will be.
- What is the time frame for making a decision about this position?

# Interviewing:

## Leave

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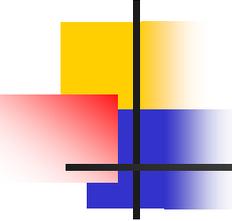
- Shake hands, smile, and thank the interviewer
- Ask what the next step is or when a decision might be expected
- Don't ask how you did
- Don't raise questions about salary or benefits
- Don't leave without asking for the job

# Interviewing:

## Follow up

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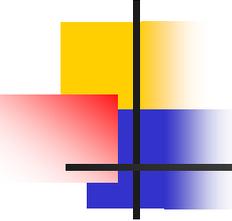
- Send a thank you letter within 24 hours to everyone you interviewed with
- Thank them for their time and consideration
- Indicate that you left with a good feeling about the position



# Interviewing: Evaluate

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- Did you measure up to their expectations and qualifications?
- Did they measure up to your expectations?
- Will the job challenge your abilities?
- What would the position do for your career?



# Networking: The Basics

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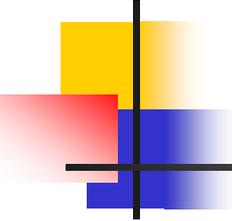
- Must know ropes of professional etiquette, dress and networking
- Professional e-mail address
- Professional voice mail recordings
- Web sites and social networking accounts
- Spelling, grammar, format and language usage in e-mails

# Networking:

## All about your image

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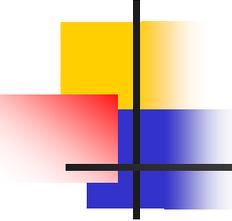
- Professional appearance at all times, not just for interview
- Suit and tie, depends on job
- Neat and clean
- Avoid professional image don'ts- what are some?



# Networking: Resources

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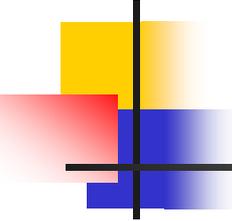
- SHRM
- GCP - COSE
- Job Clubs
- LinkedIn
- ASTD
- Cleveland211.org
- Volunteering-HFH
- Career Services
- 20/30 Club
- Job-hunt.org
- Tri-C WEDD
- Cleveland.com  
events calendar



# Closing

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- Analyze your skills, interests, personality
- Look for new ways to apply skills
- Develop an action plan
- Tailor your resume
- Practice interviewing
- Explore networking tools



# The End

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“If you are looking for a job, you should understand that no one can get you a job except you.

You will be hired because you are in the right place, at the right time, with the right skills.”

-Richard Bolles