

Employment Processes Program

Concordia University of Edmonton

Bachelor of Education (After Degree)

Time Frames

Employment Preparation Seminars through the month of January: Tuesdays and Thursdays

Career Fairs from the end of January through to mid-February Tuesdays and Thursdays
4:00 to 6:00 pm

Employment Mentorship from mid-January through February, three meeting dates

Professional Employment Portfolio
September - December

Bridges Bursary Program

- Voluntary participation
- Available to new BEd graduates in May and June as an optional professional development opportunity in schools and classrooms.

Employment Processes Program

The *Employment Processes Program* is a value-added service offered to students in Year Two of CUE's Bachelor of Education (After Degree) program. The program is designed to enhance students' understanding about the diversity of hiring processes among provincial school authorities and is intended to assist students in their transition from university studies to the field of education.

Employment Preparation Seminars

Topics include the following:

- Résumé Writing and Cover Letters
- Interview Preparation
- Online Application Processes
- Alberta Education Teacher Certification Application Process
- Teacher Qualifications Service

Attendance is required and professional attire is strongly encouraged.

Career Fairs

- Presentations by school division representatives
 - Five career fairs, each with sessions by three to five school boards
- Attendance is required and professional attire is strongly encouraged.

Employment Mentorship

- Small group employment mentorship
- Mentors are former principals and consultants
- Mentors provide coaching, guidance, and support

Professional Employment Portfolio

All Year Two students are required to prepare a professional employment portfolio. The portfolio is developed to highlight the degree to which students' practices are congruent with their beliefs and current educational theory.

Portfolios include:

- Teaching philosophy statement, résumé, field experiences evaluations
- Collection of artifacts based on the competencies of the Teaching Quality Standard (TQS)
- Support documentation for use in the employment process

Bridges Bursary Program

- A bursary program offered by CUE to new graduates of the Bachelor of Education (After Degree) program to fund volunteer time in the classroom following completion of their studies
- A transition experience for new-to-the-profession teachers
- NOT an additional practicum

Contact:

Employment Processes Coordinator
Faculty of Education Office
Phone: 780.479.9273

Email: employmentprocesses@concordia.ab.ca

