

EMPLOYMENT PROCESSES PROGRAM

BACHELOR OF EDUCATION (AFTER DEGREE)

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 classroom teaching. Attendance is required and professional attire is strongly encouraged.

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

TEACHER JOB FAIR

- Students will have the opportunity to meet with representative from school divisions over two days
- Students should be prepared with resumes, cover letters, and portfolios upon request

EMPLOYMENT MENTORSHIP

- Meetings held mid-January to first week of February, three meetings minimally
- Mentors include former principals, school leaders, and consultants
- Mentors provide coaching, guidance, and support either in-person or online

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

- Bursary program offered by CUE, voluntary participation
- Provides a transition experience for new-to-the-profession teacher
- Offers an optional professional development opportunity that is not an additional practicum
- Applications must be received no later than first week of April
- For application details, contact Employment Processes Coordinator

TIMEFRAMES

PROFESSIONAL EMPLOYMENT PORTFOLIO

- September – January

EMPLOYMENT PREPARATION SEMINARS

- January

EMPLOYMENT MENTORSHIP

- January – February

TEACHER JOB FAIR

- First week of February

BRIDGES BURSARY PROGRAM

- Available to new BEd graduates in May – June

JULY 2026

