Placement File Checklist

* Prepare your resume. Keep an electronic copy and submit a paper copy.
* Prepare your Candidate’s Page. Keep an electronic copy and submit a paper copy.
* Prepare your Academic Preparation Page. Keep an electronic copy and submit a paper copy.
* Pick up Placement File Recommendation Forms from the Placement Office (SEM 2 E3131) or download at: <http://www.evergreen.edu/mit/docs/placement_ref_form.pdf>
* Obtain required letters of recommendation from your Classroom Mentor Teacher, the College Faculty for Student Teaching, and the School Principal. (Include a stamped addressed envelope with the Recommendation Form).
* Submit your file to the Placement Officer (SEM 2 E3131).
* Continue to check with the people who are writing letters of recommendation for you. Confirm with the Placement Officer that the letters have been received and are in your placement file.
* Contact the School District Human Resources office often to make sure that all application materials have arrived and that your file is complete. Many districts have online applications that must be complete as well as placement file information received.
* Keep a spreadsheet of applications started, completed, placement files sent, closing date, contact information and any supplemental materials.