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February 3, 2004

MEMORANDUM

TO: Institutes of Higher Education
FROM: *Keith Rheault*
Dr. Keith Rheault, Interim Superintendent of Public Instruction
RE: ONLINE RECRUITMENT SERVICE TO BE USED BY NEVADA K-12 SCHOOL DISTRICTS

In a continuing effort to recruit qualified education personnel for all Nevada public school districts, the Nevada Department of Education has purchased a state membership for a web-based recruitment service, Teachers-Teachers.com, on behalf of the seventeen school districts. This service is designed to help those charged with recruiting personnel to meet the challenges of placing the most qualified education professionals in Nevada schools.

During the month of January, school district recruiters began using the service to post their available positions and search the database of registered education personnel. The service is **free** to teachers, administrators, speech pathologists and other related service personnel searching for a job in education. Registering with the service enables candidates to:

- Receive e-mail notification of job openings and announcements regarding job fairs, incentive programs, mentoring programs, etc.;
- Electronically submit their cover letters and resumes to prospective employers; and
- Participate in a recorded telephone interview to be reviewed by hiring personnel.

The Nevada state-wide recruitment fair is right around the corner. Please encourage your students to register with Teachers-Teachers.com to connect with district recruiters before the fair!

To learn more about the service, go to www.teachers-teachers.com/nevada or download an information packet and an overview of the service at www.teachers-teachers.com/candidateinformation.

Angel Lehofer, the Nevada Recruitment Director for Teachers-Teachers.com will be contacting your department within the next few weeks. She will not only introduce herself to you and answer any questions you may have but she will also be asking you to distribute informational materials regarding the free service to your students.

If you would like more information concerning the service or the agreement between Teachers-Teachers.com and the Nevada Department of Education, contact Angel Lehofer at alehofer@teachers-teachers.com (877-812-4071 ext. 23) or Gloria Dopf at gdopf@nsn.k12.nv.us (775-687-9171).

c: G. Dopf
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