

ESTABLISHING A PLACEMENT FILE

The Montana Western Career Services Office umwcareers@umwestern.edu 406-683-7143

Your Placement files consists of your completed Professional Pages and letters of recommendation

You will need to update your Employment objectives, Student Teaching information and add your student teaching credits to the summary of collegiate work after you student teach.

Save your Professional pages! Email them or send an original copy of your Professional pages to the Career Services office. Hold onto this form (save it on a flash drive), you will need to update the information throughout your career, especially the address and work history section.

Recommendations

Western provides *Non-Confidential* placement files. You have access to all the information in your file. You may submit recommendations that you have collected and add them to your placement file.

Requesting recommendations: Career Services can solicit individuals for recommendations on your behalf. We send out a standard recommendation form for individuals to complete and return to our office.

You will need a minimum of three recommendations to establish a file. You may not have more than eight recommendations in your file. You should have us update the recommendation letters in your file throughout your career.

Set-up Fee

A "one-time" set-up fee of \$25 is charged to initiate your file. This fee provides you with 10 Placement file mailings. After using the initial 10 mailings, each additional file is \$3.00. You can fax a file at \$1.00 per page. We do not charge a reactivation fee; your file will be active for as long as you need it, whenever you need it.

Ordering a Placement File

To request that your Placement file be sent, email umwcareers@umwestern.edu the following

Name of Administrator or Office where file is to be mailed
Name of School District
Address of School District
City/ State/ zip of School District

Allow two days for Western Career Services to prepare and mail your file. Allow enough time for mail delivery.

You are responsible for.....

- Transcripts - keep a copy for your records, request these from the UMW registrar
- Autobiographies - provide this information on your own if requested.
- Resumes - include a **current** resume with every district application