



Internship Certified Candidates

November 2022

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Recruitment, Selection, and Enrollment (RSE) Team

The Recruitment, Selection, and Enrollment (RSE) team builds the talent pipeline for the majority of teacher hires across NYC DOE schools.

The RSE team manages multiple aspects of the teacher recruitment process:

- Recruitment, applicant support, and job search support for traditionally certified/on track to be certified candidates
- Recruitment, selection, and enrollment for TRQ's alternative certification programs – NYC Teaching Fellows and NYC Teaching Collaborative

Late and Midyear Hiring

- The NYC Online Teacher Application closed at the end of September.
- The 2023-2024 NYC Online Teacher Application will reopen in December.
- In the interim, applicants interested in midyear positions for the 2022-2023 school year can complete an Express Interest in Immediate Opportunities form.
- Certified candidates who have expressed interest in immediate opportunities are added to the New Teacher Finder.

Internship Certified Candidates

- To increase the candidate pool for midyear hiring, TRQ has been actively recruiting teachers with internship certificates, and you and your schools may start seeing more candidates with this credential.
- An Internship Certificate is a 2-year certificate available to students who have completed at least 50% of an approved graduate program leading to an Initial Certificate.
- Working under an Internship Certificate is an opportunity for students to obtain hands-on teaching experience, as well as a full-time teaching salary, while working towards the completion of their degree.

Finding Candidates with Internship Certificates

In the New Teacher Finder Home Portal:

- Select "Search for Candidates"
- Select "Active Candidates for Immediate Opportunities"
- Search for your subject area vacancy
- Select "View" next to a candidate's name to view Candidate Details

HOME PORTAL
POST POSITION & VIEW MATCHES
SEARCH FOR CANDIDATES
SHORT LISTS
EXPRESSED INTEREST
ACTIVE CANDIDATES FOR IMMEDIATE NEEDS

Candidate Details	
First Name:	Ting
Middle Initial:	
Last Name:	Chen
Email:	a782653471@gmail.com
City:	Brooklyn
State:	New York
Certification 1:	New York State Certified
State:	New York
Subject:	Mathematics
Grade Level:	High School
Bilingual:	No
Dual:	No
Open to Mid-Year Teaching Position:	Yes
Borough:	Brooklyn
Comments:	
Working under an Internship Certificate:	No
Resume:	View
Display Name:	Ting Chen Resume
Created By:	Candidate on 10/31/2022

What You Should Know About Hiring Internship Certified Candidates

- Hiring managers should check with candidates about any specific requirements during the job interview process.
- Note that universities may have different requirements for their students regarding Internship Certificates.
 - Some universities require that students obtain a job offer before submitting the student's certificate nomination to NYSED, so you may be asked to share a written offer.
 - Some universities require that students don't begin teaching with an Internship Certificate until a specified date, to align with their university's capacity to provide adequate supervision.

Action Steps for Hiring Internship Certified Candidates

Once you are ready to make the offer:

- You must have an approved vacancy in Galaxy.
- Principals should provide the candidate with an offer in writing stating the position, subject area, and grade level.
- The candidate's Internship Certificate subject area and grade level must match the Galaxy vacancy.
- Principals should contact their HRD for confirmation and next steps.

Job Search Supports for Internship Certified Candidates

- Candidates are visible to principals in the New Teacher Finder.
- Candidates will be invited to upcoming midyear hiring events on Brazen. Schools will be invited based on subject area and school need.
- Candidates will receive targeted vacancy lists reflecting current vacancies in their subject area from Galaxy.

Looking Ahead

- With the 2023-2024 application opening in December, TRQ will be recruiting December graduates who may also be available for midyear hiring.
- Candidates will have the opportunity to express interest in immediate opportunities on the application.

Additional Teacher Resources

- Teachnyc.net is the main hub for all information regarding pathways to teaching, the teacher application, and more.
- The Online Support Center is a 24/7 resource with information about certification, applications, DOE onboarding, and more.



Thank you!

Questions

