



EDUCATOR RECRUITMENT AND RETENTION

Communication Timeline Example

TASK	Date	Completed	Notes	Reg. Links
23 Weeks				
Email Blast to Job Fair Lists				
Communication Email Blast Registration Open				
20 Weeks				
2nd LEA Email Blast to Job Fair List				
Communication 2nd LEA Email Blast to School Leaders				
17 Weeks				
1st Email blast to Job Seekers				
Social Media to Job Seekers				
15 Weeks				
Email Blast Vendors Registration opens				
Communication Email Blast Priority Deadline Reminder				
Communication Social Media Blasts Deadline Reminder				
12 Weeks				
Communication Email 1 month Reminder deadline				
Communication Social Media Reminder deadline				
Communication Email for Job Seekers				
Communication Social Media for Job Seekers				
Email for Job Seekers				
9 Weeks				
1 week Email Reminder Registration closes (add date)				
Communication email 1 week Reminder deadline (add date)				
Communication s Social Media Reminder deadline (add date)				
8 Weeks				
Email Reminder: Payments Due (add date)				
7 Weeks				
4 Weeks				
Social Media for Job Seekers				
3 Weeks				
Advertisements?				
Social Media for Job Seekers				
2 Weeks				
Advertisements?				
Social Media for Job Seekers				

1 Week				
Send Event Reminder w/ Map Emails for Registered Job Seekers				
Advertisements?				
Social Media for Job Seekers				
5 Days				
Comms to send Press release				
Email reminder to Job Seekers				
Advertisements?				
4 Days				
Social Media for Job Seekers				
3 Days				
Advertisements?				
Social Media for Job Seekers				
2 Days				
Send 2-day email reminders to Registered Job Seekers				
1 Day				
Email reminder to Job Seekers				
Social Media for Job Seekers				