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From time to time, you will be receiving these "new" emails that we will refer to as **Jenny's Notes**.

I receive many emails and phone calls a day asking so many different questions and a lot of times several of you may have very similar questions or comments. When that is the case, I will use this format to send out the answers because there may be many more of you that have the same questions as well!

This edition of **Jenny's Notes** will cover the Michaels' Application

Michaels' Application Process



If you have not applied for your Discover instructor position yet, please follow the steps below as soon as possible so you can begin teaching.

To begin the Michaels' Discover Class application, you must first apply online at www.michaels.com/storejobs. We urge you to do so as soon as possible because the entire process can take up to six weeks. The online application enters you in the Michaels' system.

If you are teaching at only one store, please contact the Store Manager 24 hours after you complete the online application. Please let them know you have been assigned by the Craft Yarn Council to be a knit and/or crochet instructor for their store and setup a time to meet with them and have them interview you to be an employee of their store. If you are a backup instructor for a store, please let them know that as well.

If you are teaching at more than one store, you will need to select your "home store" first when applying online. (You do not have to fill out the online application for every store you are teaching at...which means you must decide your home store when filling out the online application.) You may call that store after 24 hours to setup an interview with the Store Manager. Please let them know you have been assigned by the Craft Yarn Council to be a knit and/or crochet instructor for their store. If you are a backup instructor for a store, please let them know that as well. Once you are hired by that store, you can then call the other stores and tell them you are assigned to teach there and begin immediately (once hired by home store). If you get hired by the home store you can teach at any other Michaels store without another interview. That means only one interview!

Process and next steps of becoming a Michaels' instructor. This will not apply to many of you, but we are adding new instructors daily and we would like to make sure they have all the information they need to begin their classes.

Thank you all for your time and continued dedication to the Discover Classes!

*Jenny Bessonette
Director of Discover
Classes*

Next Steps...to becoming a Discover Class Instructor



Many of you have asked me, "What Next?" I would like to outline for you the steps to take to become a CYC Discover instructor at Michaels.

- 1) Speak with a CYC Discover representative to discuss CIP (Certified Instructor's Program) and Discover classes.
- 2) Enroll in CIP.
- 3) Apply at Michaels (online and interview.)
- 4) Once you are hired, you will receive login information to access the curriculum, projects and many other helpful materials for your Discover classes.
- 5) Work with your store manager to get on the class calendar and begin your classes. ****Note:** All promotional materials, student sign up sheets, etc. come from Michaels corporate, so please work with your store manager on those.
- 6) Continue to work on your CIP certification while teaching at Michaels.
- 7) Fill out the [instructor evaluation forms](#) online and

If you are a current Michaels' employee teaching at more than one store, you do not need to interview at the other store(s). All you need to do is contact the Store Manager and let them know what you will be teaching.

If you are a backup instructor only, please note that the store manager may not be able to hire you at this time if there is not a need for an additional instructor. You will remain in CYC's Discover database as the backup instructor for that store and you will be contacted if a permanent position opens.

Here are the steps to follow when you apply online to teach at Michaels:

1. Go to Michaels' job website at www.michaels.com/storejobs to apply. If you are teaching at more than one store, please choose only one store (the store closest to you or the store you will be teaching most at.)

- When you land on the page, click: "Hourly Store Associate Positions".
- From there, you will be routed to select your primary Michaels location (5 mile radius - 25 mile radius).
- Click "Go" and choose the Michaels location.
- Place a check mark next to your primary store location or "home" store.
- Select from the list of Jobs "Class Instructor".
- Then, go to the Registration page to setup a user name/password & initial profile.
- Upon completion, you will be routed to the Pre-screening questions (not timed). You must complete the pre-screen questions in order to complete the application process.
- Once the pre-screen is complete, you will be sent to the Assessment page. The Assessment is a timed activity and required as part of the application activity.

2. Wait 24 hours after completing your e-hire application before contacting the Store Manager to set-up a face-to-face interview with you.

3. The Store Manager will complete an interview. The Store Manager will ask questions about your work availability, crafting and teaching experience in addition a few other interview questions.

Please bring samples or pictures of your work, letters of recommendation and/or a resume to the interview. This will show your passion for the craft and teaching.

4. If the Store Manager decides you are a match for Michaels, you will begin the New Hire Paperwork process. This includes a series of forms and policies that are reviewed and signed by you. This information is entered into Michaels' hiring system. Your Store Manager will also share all of the benefits that are available to you at this time.

Please note, all Michaels' employees are required to complete a background check before hire.

The dress code for teaching is Michaels' dress code. Please be sure to check with your Store Manager during the interview on what you will need to wear to teach and do in-store demos.

mail in your [student evaluation forms](#). This will help us with future classes!

For more details, please read the [CYC Discover Instructor Newsletter Volume 2 Issue 1](#).

Quick Links...

[Craft Yarn Council](#)

[Discover Classes](#)

[Warm Up America](#)

[Discover Instructor Forum](#)

Project Library - Please send us your vote!!!



Please do not forget to [send us](#) the two projects you would like to see in the project library!

[Bernat](#), [Caron](#), [Lion Brand](#) and [Red Heart](#) have invited you to visit their vast online pattern libraries to find projects that you feel will be appropriate for your area. You will then be able to send us projects that you feel would do well in your classes.

Initially, we ask that you send us ONLY TWO projects you like, with specific links/addresses to the pages at the yarn companies' web sites.

For more details, please read the [CYC Discover Instructor Newsletter Volume 2 Issue 1](#).