

# Teacher Career Fair Prep Guide

Make the most out of any Education/Teacher Career Fair by preparing for this important networking event ahead of time. Review the following keys to successful Education/Teacher Career Fair attendance and visit your career coach at your University's Career Services center for any additional questions and advice.

## Six Steps to Education Career Fair Success

### **Step 1 – Research Schools / Districts**

View the list of the schools/districts attending the fair and identify which ones you are most interested in talking to. A quick visit to these schools' websites to view their mission statements, programs, culture, and current job openings will help you decide. Identify your priority list of schools/districts you want to visit first. A list of schools attending can be found [here](#).

### **Step 2 – Prepare your Resume**

Although a targeted resume works best when applying for employment, a general resume that provides a broad overview of your experiences and skills works well for the fair. Don't wait until the last minute to get help with this important document. Consider having your document reviewed by the SUU Career Center.

[Schedule an appointment with the Career Center here.](#)

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## **Step 3 – Dress for Success**

Dress PROFESSIONALLY! You cannot undervalue a first impression so consider coming prepared for the job you hope to get. For Women: A suit with a knee-length skirt or pants and blouse. A skirt or pants with a blouse and no jacket or a day dress that is structured and not too dressy is also acceptable. Shoes should be comfortable, appropriate to the outfit, and heels should not be too high. For Men: A suit and tie is best with comfortable dress shoes. A long-sleeved dress shirt with a tie and no jacket is also acceptable.

## **Step 4 – Prepare your Approach & Introduction**

Name badges will be available at the registration area at each fair. Employers prefer seeing your name before you begin talking with them!

Employers expect you to walk up and introduce yourself. This may feel uncomfortable at first, but with practice, you will get used to doing it and doing it well! Remember, recruiters are at the Fair to meet you so follow these steps:

- Visit the schools/districts you are most interested in first and as early in the day as possible. If the booth is busy, move on to another recruiter and come back later.
- Smile, make eye contact, offer your hand, and introduce yourself. A good firm handshake and eye contact show confidence.

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- Introduce yourself with a brief “commercial” about yourself. This statement should include the type of teaching position you are looking for. EXAMPLE: “Hello, my name is Jon; it is very nice to meet you. I am a senior working on a B.S. in Teaching English with an endorsement in ESL. I would like to know what positions are available within your school/district that I might be qualified for.” Be personable and keep your interaction brief but effective. Don’t forget to ask what your next step should be in the application process.
- Ask if you can give them a resume! Some schools will suggest that you “just visit our website to apply” and will not accept a resume. The value of meeting a company recruiter face-to-face comes later in the follow-up phase.
- Thank the recruiter for the information they provided and shake their hand. Ask for a business card in order to follow-up.

## Step 5 – Ask Questions

The process of researching schools/districts of interest will likely make you think of questions you would like to ask recruiters when you meet them at the Fair. These can include:

- How do I apply for teaching positions for your school/district?
- What skills are you most interested in seeing in a candidate?
- What kinds of additional skills or experiences would set me apart from other candidates?

If the organization’s recruiter is holding interviews that day, be prepared to ask or sign up for an interview.

## **Step 6 – Follow-up**

Once you make a great first impression, keep the ball rolling with effective follow-up! You can do this through email, phone, or mail, and should be done within a few days following the event. Your message should include another thank you, state your interest in pursuing a teaching position with their school/district (now or in the future), and request an opportunity to meet again to discuss your qualifications in greater detail. Here is where having a recruiter contact really pays off.

Apply online AND send the recruiter an email letting them know that you completed the application while attaching a copy of your resume to the email. This allows the recruiter to potentially pull your application and/or send a message to a school/principal encouraging them to look at your application.

Additionally, as you gain new skills and experiences you have a reason to reach out to keep that contact excited about you as a potential employee.