

MN Education Job Fair Preparation

Part 3: During and After the Fair



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During the Fair

General Tips

- Arrive early.
- Bring your U card or unofficial transcript.
- Check in at the U of M CEHD career services table.
- Create a plan based on your energy and purpose.
- Silence phone.
- Use the student lounge.
- Expect long lines.
- Pace yourself.



During the Fair

Preparing to meet with District Representatives

- Review your district notes.
- Respect the privacy of others.
- Be confident. Smile & make eye contact.
- Show your enthusiasm!



During the Fair

Connecting with District Representatives

- Introduce yourself with a firm handshake or greeting and share your introduction.
- Extend resume.
- Explain interest in district and positions and highlight relevant experience.
- Ask about upcoming openings for the district.
- Thank the representative & ask for their contact information.
- Take a moment to jot down notes.

During the Fair

Energy

- Tune into your energy level and plan time for breaks and snacks.
- It's alright to socialize too! Check in on friends and encourage one another.
- Don't forget to stay hydrated and use the restrooms.



During the Fair

How do I get an Interview?

ASK!

When I was researching your district prior to the job fair, I saw that you will be scheduling interviews this afternoon.

I believe I would be a good fit for your district and would like to be considered for an interview.

During the Fair

Interviewing

- Interviews will be short (20-30 minutes).
- Interviews take place in a separate area in the exhibition hall.
- Craft responses that are truthful and genuine to you .
- Stay positive!



During the Fair

Interviewing



- If you are offered a position, it is appropriate to thank them and ask for some time to consider.
- Always ask for a business card or contact information.
- Negotiation can be part of the process. Don't be afraid to ask about benefits once you've been offered a position.

After the Fair

Follow-Up

- Congratulate yourself on a job well done!
- Organize all materials collected at the fair.
- Keep accurate records of all contacts and follow-up.
- Complete additional applications.



After the Fair

Sample Thank You Note

Dear Employer,

Thank you for taking the time to meet with me at the MN Education Job Fair. After learning more about opportunities at your district, I am even more convinced that I would be an asset to you. My education at the University of Minnesota has given me a firm foundation in my content area along with the opportunity to student/co-teach and observe in multiple classroom settings. Your mission places a strong emphasis on valuing differences. I also hold this value and feel that my level of cultural competency would benefit your district.

As you recommended, I applied online to the open position and plan to follow-up next week. Thank you again for your time and consideration.

Sincerely,
Job Seeker

Measure your **SUCCESS** by the hiring information you've collected and by the **CONTACTS** you made. Your **HARD WORK** will pay off – just be patient!

Job Fair Resources

- CEHD Career Services
<http://www.cehd.umn.edu/career/teacher/>
- MN Education Job Fair
<http://www.mnedfair.org>
- MN Education Job Fair Checklist
http://www.mnedfair.org/tips_for_%20job_fair.pdf





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