Overview of Orientation

- What are the Benefits?
- Before the Fair:
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  - Register to Attend
  - Research Districts
  - Prepare Elevator Speech
  - Practice Interview Questions
  - Gather your Materials
  - Dress Professionally

- During the Fair:
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  - Contact with Recruiters
  - Interviewing

- After the Fair:
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- Additional Resources:
  - Utilize the Career Services Office
  - Advice from Past Participants
What are the Benefits?

- Access to 100+ school district recruiters from MN and nationwide.
- Learn about specific job opportunities and anticipated needs.
- Gain personal contacts with school district recruiters.
- Attend information sessions and presentations to learn about districts.
- In some cases, may have the opportunity to interview onsite for position(s).
Monday, April 18, 2016
Minneapolis Convention Center
10am-3pm Employer Booths
10am-5pm Interviews

For directions, parking, and nearby restaurants visit
www.mnedfair.org
You must pre-register for the fair through the University of St. Thomas Career Development Center.

Visit the Career Development Ed Fair web page OR

Pick up registration form today!
Registration

- University of St. Thomas Career Development Center
  - 123 MHC St. Paul Campus
- $20 cash/check
- Completed registration form (licensure area)
- No later than April 11, 2016
Before the Fair
• Arrive early and plan to stay the whole day.
• Bring money for parking and lunch (if needed).
• Check in at UST table for nametag and list of districts in attendance.
• Three levels of contact with recruiters:
  • Exhibit Booths
  • Information Sessions with districts
  • Interviews
• Lunch on your own (Restaurants nearby).
• Review the list of participating districts at Research your priority districts and take notes. Know their mission, students they serve, curriculum, and prepare educated questions for recruiters.

www.mnedsfair.org
Before the Fair

Prepare an elevator speech – a 30 second introduction of who you are and what you are looking for professionally.

- Introduce yourself with confidence!
- Share your name & licensure area.
- What do you know about their school district?
- Describe some of your most relevant experiences (i.e. student teaching and volunteer experience in the schools.)

Practice your elevator speech with others.
• Visit www.mnedfair.org for districts who will offer information sessions or interviews the day of the fair.

• Contact the district representatives listed if interested in scheduling an interview.
  • Please note: Some recruiters will schedule in advance, while others prefer to wait and schedule at the fair.
• What makes you unique?
• Why do you want to be a teacher?
• What is your teaching philosophy?
• What are your strengths?
• What is one weakness as it relates to your career goals?
• How do you know that children are learning?
• Describe your relationships with colleagues.
• Tell me about a time you experienced conflict with a colleague and how you approached that situation.
• Gather your Materials.
  • Bring multiple copies of your resume.
  • Use a writing pad/folio to carry resumes, extra paper, and a pen.
  • Include a list of your priority districts with research notes gathered on each.
• Use our Ed Fair Packet

*Hint: Don’t overload yourself with too much to carry.*
• **Dress Professionally.**
  - Be sure your have appropriate attire such as a suit, dress pants/skirt and blazer, or button down collared shirt.
  - Wear comfortable, polished shoes. Have a neat and appropriate hair cut. You want to look great!
On the Day of the Fair...
• Arrive early and plan to spend the day at the fair to allow enough time to meet with your priority districts.

• Check in at the UST career services table.

• Create a strategy to visit your priority districts.

• Break away from your friends and take on the fair independently.

• Pace yourself – you don’t have to visit all your districts in 30 minutes, but you need to allow time for interviewing.
• Review your district notes
• Respect the privacy of others
• Be confident. Smile & make eye contact. Show your enthusiasm.
• Introduce yourself with a firm handshake.
• Extend resume.
• Give a short description of skills & strengths (30 second elevator speech).
• Explain interest in district.
• Ask about upcoming openings for the district. Also ask about the hiring process/timeline. Determine actual and potential openings.
• Thank the recruiter for his/her time & ask for contact information.
• Jot down notes about your conversation.
• Interviews taking place at the fair will be short (20-30 minutes).
• Respond truthfully.
• Be prepared with questions for the recruiter.
• Don’t be discouraged if you are not offered a position – most recruiters use the fair as an initial screening.
• If you are offered a position, it is appropriate to thank them and ask for some time to consider.
• Always ask for the recruiters business card or contact information.
After the Fair
• Congratulate yourself on a job well done!
• Organize all materials collected at the fair.
• Keep accurate records of all contacts and follow-up with thank you notes within 24-48 hours.
• Complete additional applications.
• Measure your success, not by the number of interviews, but instead by the hiring information you’ve collected and the recruiter contacts you made. Your hard work will pay off – just be patient!
Additional Resources
The Minnesota Education Job Fair has gone mobile!

Download it now!
Utilize the UST career services office:

- Visit our website for additional job fair resources [http://www.stthomas.edu/careerdevelopment/edfair/](http://www.stthomas.edu/careerdevelopment/edfair/)

- Schedule an appointment with a career counselor – phone appts available!
Students said...

- Plan ahead
- Wear comfortable shoes
- Get there early
- Stay relaxed
- Bring snack food
- Be willing to re-locate
- Be yourself

Students said...

- Be organized
- Research districts before
- Ask questions
- Practice interviewing
- Follow-up with thank you notes
- Follow through by completing applications
Good Luck!

(651)-962-6761

www.stthomas.edu/careerdevelopment