

Teacher Job Fair Tips

1. Do your research on the schools and districts that are of most interest to you. Review and research other schools and districts as well.
2. Review the “Sample Teacher Interview Questions,” develop your answers, and practice your interviewing skills.
3. Rehearse your 90-second introduction and practice your handshake.
4. Bring copies of your resume and reference list printed on high quality resume paper.
5. Bring a few unofficial copies of your most recent transcript and your portfolio or copies of work samples.
6. Have a copy of your certification with you or have the Praxis date scheduled.
7. Remember to dress professionally.
8. Turn off your cell phone or set it to silent, so that calls and text messages don’t interrupt your conversation.
9. Lines may be long, so remember to smile, be courteous, and patient.
10. Greet each recruiter professionally with a firm handshake and your brief introduction.
11. Ask questions about the school or district based on your research and career goals.
12. Be sure to market yourself and tell the recruiters what sets you apart from other candidates.
13. Request information about the application process and/or when they anticipate knowing about openings.
14. Obtain business cards and write thank-you notes to the recruiters with whom you spoke.
15. Jot down a few notes about what you learned before proceeding to the next table.
16. Take a break when you feel that you need it.
17. Visit employers you hadn’t considered. They may have your dream job.
18. Follow through on instructions you were given for submitting your application.
19. Remember to follow-up as appropriate with schools and districts to which you have applied.
20. Fill out an evaluation of the fair on your way out.