

TIPS FOR SUCCESS



Schedule & Logistics for the Fair

Networking Session: 9:30 a.m. – 11:30 a.m.

During the networking session, candidates may **visit with schools** and **inquire about afternoon interviews**. If you schedule an afternoon interview, please note:

- **Please press firmly and print your name legibly** on the Employer Interview Schedule and on your Candidate Interview Schedule. These are carbon-copy sheets.
- At the conclusion of the networking session, **turn in one copy of your Candidate Interview Schedule** to the Information Table located in the lower-level lobby (outside the banquet rooms).

Some employers who do not yet know their hiring needs may choose not to interview today. **Most interviews will take place *after* the event**, but the average is 2-3 afternoon interviews. Over 800 interviews typically take place!

Lunch Break: 11:30 a.m. – 12:20 p.m.

- A short lunch break is scheduled 11:30 a.m. - 12:20 p.m.; however, candidates are encouraged to take lunch at a time that works well with their scheduled interviews.
- **You are welcome to bring your own lunch** and eat at the tables and chairs set up along the concourse.
- On-campus dining options for purchase are available in the main dining hall and Gallagher Student Center.
- If you choose to leave campus for lunch, be sure to park in the C-2 lot (east of Cintas Center) to avoid a ticket.
- On-the-spot coaching will be offered during the lunch break near the candidate check-in area to help candidates think through their interview strategy, understand what questions to ask the interviewer, etc.

Interview Session: 12:20 p.m. – 4:00 p.m.

- **Interviews will be scheduled for 20 minutes each** unless the employer chooses to alter his/her schedule.
- When not interviewing, please wait patiently in the Candidate Waiting Areas. This is an excellent time to review materials received during the networking session and to prepare for your next interview.
- **Candidates may enter the Interview Session two minutes prior to their interview.** Event volunteers will signal (via signage and/or verbally) when it is appropriate to enter your interview session. This is your signal to wrap up and move on to your next interview. Do not enter the interview session before this time, as it is important not to disrupt ongoing interviews.
- If the employer is finishing up an interview upon your arrival, please wait patiently for the interview to conclude.
- Upon completion of your interview, please return to the Candidate Waiting Areas or move on to your next scheduled interview (if applicable).

For more information, contact your career center:



Networking and Interviewing Tips

Networking Tips

- **Be strategic about which school districts you visit.** Be resourceful with your time. If some employers have shorter lines (even if they are not on your list to speak with), stop by to learn more about their opportunities.
- **Greet each employer with a handshake and/or a warm hello,** depending upon your personal comfort level with COVID-19 considerations. Look the person in the face and smile when greeting them.
- Hand the representative your resume, then briefly introduce yourself by sharing:
 - Name
 - Major/subjects
 - Graduation date
 - Opportunities you seek
- **Take a proactive approach and request an interview.**
- **Ask questions that spark conversation** (some examples):
 - What positions are available at your organization?
 - What is the application process?
 - What are you seeking in quality applicants?
 - What advice would you offer someone who wishes to work for your district/organization?
 - What is the best part of working at _____?
 - Tell me what you like about your current role?
- **Ask for a business card** or contact information
 - Send an email or note after the job fair. Thank them for their time, acknowledge any opportunities you may be interested in, include a copy of your resume, and, if requested, provide any additional information.
- **Thank the person** (with a smile!):
 - Show appreciation by saying something such as “Thanks for your time, I really enjoyed meeting you.”

Interview Tips

- Arrive in the Candidate Waiting Area 10 minutes prior to your interview. Event staff will notify you (via signage and/or verbally) when it is appropriate to enter the interview session.
 - **Be prepared for questions,** such as:
 - Why did you choose this profession?
 - Describe your typical class period.
 - Describe a lesson that was particularly successful by walking me through each stage from planning through delivery.
 - Describe how you have differentiated a lesson to accommodate varying student needs.
 - How do you measure student success?
 - Tell me about your classroom management approach.
 - What was the most challenging aspect of your student teaching experience?
 - How has your education prepared you for this position?
 - What are your long-term goals?
 - At the end of the interview, **be prepared to ask your own questions,** such as:
 - How engaged are the parents in your district?
 - What technology is used in your school?
 - What makes a teacher successful in your district?
-