

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 2-3 afternoon interviews is the average. Over 800 interviews typically take place!

Lunch Options

- 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.
- A concession stand in the Joseph Suite (behind Candidate Check-In) will be open between 11:00 a.m. - 1:00 p.m. to offer quick and convenient food options for lunch. Items are reasonably priced and includes items such as hotdogs, fruit, granola bars, and pretzels.
- If you choose to leave campus for lunch, be sure to park in C-2 lot (east of Cintas Center) to avoid a ticket.
- An optional professional development session will be offered at 11:00 a.m. in one of the conference rooms to help candidates think through their interview strategy, understand what questions to ask the interviewer, etc.

Interview Session: 12:20 a.m. - 5:00 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 his/her interview.** Event volunteers will signal (via signage and/or verbally) when it is appropriate to enter the interview session for your interview. This is your signal to wrap up and/or go to your next interview. Do not enter the interview session prior to this time as it is important not to disrupt interviews that are taking place.
- 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 for your interview.
- **Be prepared for questions,** such as:
 - Why did you choose this profession?
 - Describe your typical class period.
 - Describe a lesson which 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?



Candidates are asked to complete the evaluation by scanning the QR code before leaving today. Your feedback will help us to continually improve this event in years to come! Thank you!

GOOD LUCK!

Network with industry professionals beyond today's event and stay up-to-date in the field by connecting with the Southwest Ohio/Northern Kentucky Educators LinkedIn Group!