

BEFORE THE CAREER FAIR

- You will want to have a resume completed before the career fair. If you need help, stop by Career Services for feedback.
- Research the organizations that you might be interested in. You can find a list of companies for each career fair by accessing the Career Services web site or your Handshake account.
- Have a list of questions you want to ask and practice these questions before the Career Fair. (See below for questions to ask!)
- Try to identify specific experiences where you have demonstrated your strengths. Using specific examples will make you a stronger candidate.

QUESTIONS TO ASK A REPRESENTATIVE

- What kind of entry-level positions are in your organization?
- Does your company hire on a continual basis or just at certain times of the year?
- How long does the hiring process take?
- What does your organization consider the five most important qualities in an employee?
- What courses should I take in order to be a successful candidate?
- What made you choose this company?

5 THINGS TO TAKE TO A CAREER FAIR

1. Resume copies--Need to represent your knowledge, skills, and abilities. It must look professional and be printed on white or cream-colored resume paper.
2. A smile--First impressions are very important.
3. A 30-second "sales pitch"--Present your resume and be prepared to expand on it quickly. Share basic information about yourself and your career interests, and what you can do for the company.
4. Information about the organizations attending--Gather information as you would for a job interview. To maximize the brief time you have with each employer, you need to know how your skills/interests match their needs.
5. Energy--Career fairs require you to be up and moving from table to table. Each time you meet someone, be at your best!

TIPS FOR SUCCEEDING IN THE ONLINE EDUCATION FAIR

BEFORE THE CAREER FAIR

- You will want to have a resume completed before the career fair. If you need help, contact Career Services to schedule an appointment.
- Research the school districts that you might be interested in. You can find a list of employers participating by accessing the Career Services website at fhsu.edu/career/fairs/ttn-virtual-fair.
- Decide on a location for your fair participation that is professional and free of distractions. Ensure your desk is free of clutter and the background has appropriate decor.

DURING THE CAREER FAIR

- Be ready to participate in the fair early to allow time to get comfortable with the technology and ensure everything is working properly.
- Adjust your camera and ensure there is good lighting.
- Appearance matters at an online fair as much as a traditional career fair. Dress professionally and use correct posture when sitting during the interview.
- Look into the camera and speak clearly. Avoid excessive movements.
- Greet recruiters with a smile and a 30 second introduction. Share basic information about yourself and your career interests.
- Write down the names of the representatives you meet with. Send them a thank you note after the fair and follow up if you discussed employment or student teaching opportunities.

QUESTIONS TO ASK A REPRESENTATIVE

- Are there mentoring programs for new teachers?
- What types of technology are available for teachers and students?
- What is the level of parent and community involvement in the school?
- How does the administration work with teachers to improve instruction?
- What kind of support do you provide for transition to teaching candidates?

