To improve your chances for success at the job fair, we encourage you to spend some time reading the following "Keys" and consider them as you plan your strategy. If you implement the following suggestions you will appear more focused, prepared, and professional in the eyes of potential employers and should enhance your chances for success.

GOOD LUCK!

**Before Attending the Fair:**

- Clarify your interests and goals; schedule an appointment to visit with a career counselor.
- Study the advance list of districts attending the fair and research those you are interested in. Login to your Griz eRecruiting account to view the districts attending and positions available. You can also view our Educators’ Resources page for job application and job searching resources.
- Prepare an "education focused" resume that will be relevant to the positions you plan to interview for at the fair. (Bring extra copies). See also the Resumes and Cover Letters for Teachers handout.
- Prepare a one minute "commercial" about yourself that will briefly, but enthusiastically, show recruiters your strengths, skills, experience, and interests.
- Be prepared for possible questions that recruiters could ask you in an interview situation.
- Mentally prepare questions for the districts you will be talking to:
  - What qualities are you looking for in new hires?
  - Describe the work environment.
  - What are your district's strengths?
  - What are your district's plans for future growth?
  - What characteristics does a successful person have at your district?

**At the Fair:**

- Dress professionally; suits are preferable, or business casual attire (khakis/dress pants and collar shirt with tie/sweater; dress, skirt, slacks and blouse/sweater). First impressions are important and employers are more likely to remember the students who present themselves in a professional manner.
- Career fairs are a valuable opportunity to obtain information about districts you aren't familiar with. Be sure to request district literature/business cards and information about any positions they have available. Have a pen/pencil and paper available for taking notes.
- Broaden your focus, be open to new locations, and talk to many different school districts. Your chances of success go up with each contact you make.
- Carry extra copies of your resume to leave with district personnel.
- Greet employers with a firm handshake and maintain good eye contact.
- Indicate any knowledge you have of their district that you've gained through your research.
- Ask specific questions and offer to follow up after the fair, as appropriate.
- Enthusiastically communicate your relevant interests, skills, strengths, and experience.
- Ask questions, but not about salary and benefits until you are being seriously considered as a candidate.

**After the Fair:**

- Write a letter or email to districts you are interested in, thanking them for their time and information. Include another resume and any other information you may have promised to send (a completed application, writing sample, recommendations, transcripts, credential file).