

## Making the Most of the Event

### Prepare for the Event/Do Your Homework

- Review the list of school systems/organizations attending the Event and their available openings.
- Identify the school districts/organizations where you hope to be interviewed. Have a general priority order, as some school districts/organizations may have long lines. Decide in advance if you want to stand in line or proceed to another district/organization.
- Interviewing is a two-way street. Plan the questions you will ask of each school district/organization and be prepared to answer questions about yourself and your experience.
- Plan exactly what professional attire you will wear (see tips below). Make sure your clothing is cleaned and pressed.
- Make arrangements for childcare, if needed, for the day of the event. Do not bring your child (spouse, parents, etc.) to the event.
- Gather essential items to bring with you:
  - More than enough copies of your résumé
  - Additional information to enable you to complete any applications given you (names and addresses of references, unofficial transcripts, etc.)
  - A letter-sized portfolio with notepad and pen
  - Your research notes on your preferred school districts/organizations
  - A compact professional portfolio of your work samples
  - Grooming care items, including breath mints

**HELPFUL HINT:** Keep yourself and your materials neat and streamlined; don't overload yourself with too much to carry.

### Dress Professionally

- Dress for an interview for a professional position, not in a casual style. This means a suit or sport coat, tie and dress pants for men; suit or tailored dress, skirt, and blazer, for women. Be conservative so that the focus is on you, not your clothes.
- Professional dress includes footwear; do not wear sneakers.
- Be neat, clean and well groomed. Avoid excessive makeup, jewelry and perfume.
- Do not smoke or chew gum.

**HELPFUL HINT:** Print your full name on your nametag and wear it so it is easily seen when you shake the interviewer's hand. Some employers also like to see your area of certification on your nametag.

### When You Arrive at the Event

- Before you enter the event, turn off your cell phone.
- Check in at the registration table to locate any additional handouts, updates and newly posted information.
- Orient yourself to the facility by reviewing the floor plan, locating restrooms, refreshments and telephones.

- Organize the list of schools/organizations, in priority order, you plan to visit. Note which schools/organizations are of general interest to you and which have actual job openings in your area of certification.
- Organize your materials and have your résumé readily available to hand to the recruiter.
- Develop an interview plan that includes taking a break to assure that you will look and feel your best throughout the day.

### **During the Conversation**

- When meeting the recruiter, establish eye contact, present a firm handshake, introduce yourself and explain why you have chosen this school system/organization.
- Be confident and take an active part in your conversation. Have a three point agenda: know what you are looking for, what you have to offer and what questions you will ask about the school system.
- Listen carefully and take conversational cues from the recruiter.
- Respond to questions with specific and concise examples. Try to avoid pat answers and clichés.
- Respond truthfully while maintaining a positive picture of yourself.
- Ask for school system/organization information, application materials and the recruiter's business card.
- Ask about the hiring process, including time frame and actual or potential openings.
- At the end of the conversation, offer a firm handshake and express your appreciation, using the recruiter's name.
- **NOTE:** Some school districts/organizations may make firm offers at the event. Be prepared to respond or to request sufficient response time.

**HELPFUL HINT:** Keep an accurate record of your contact with school systems/organizations, including names of your recruiters, follow-up procedures and expected time lines.

### **After the Event**

- Promptly complete any applications you were given and mail to the appropriate school districts/organizations.
- Send your credential file with your application or, if an "official" copy is required, request that your career services or placement office send out your credential file.
- Within three days send typed, professional thank you letters, addressed to the specific recruiters.
- Within two weeks, make telephone calls to determine if the schools/organizations have received your application materials, to check on the status of vacant positions and to express your continued interest.
- Make note of the dates of your follow-up calls and record the name of the person with whom you spoke. Keep copies of all application materials and letters you send.

**HELPFUL HINT:** After you accept a teaching position, be courteous enough to inform any other districts/organizations where you may have applications pending. Inform and thank your references when you accept a position. You should also notify your career center so that they can update their records.