



# Teacher Fair Success

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**Utah Statewide Teacher Recruiting Fair**  
**March 17, 2009**  
**Tuesday – 9:00 a.m. to 3:00 p.m.**  
**University of Utah**  
**Olpin Union Building Ballroom**  
**Salt Lake City, Utah**

Make the most out of the Teacher Fair by preparing for this important networking event ahead of time. Review the following keys to successful Teacher Fair attendance and visit your career coach (Derek Jack, 797-1749, [derek.jack@usu.edu](mailto:derek.jack@usu.edu)) at Career Services for any additional questions and advice.

## ***Six Steps to Career Fair Success***

Follow these six steps in preparing for a successful Teacher Fair:

1. Research Schools / Districts
2. Prepare your Resume
3. Dress for Success
4. Prepare your Approach & Intro.
5. Ask Questions
6. Follow-up

### **Step 1 – Research Schools / Districts**

View the list of schools/districts attending the Fair and identify the ones that you are most interested in approaching. A quick visit to these organizations' web sites to review their mission statements, operations, and current job openings will help you decide. Identify your priority or "A-list" schools/districts and visit them first. Include in that list the schools/districts that are planning to hold interviews throughout the day. A list of schools attending the event can be seen by doing the following:

Go to: <https://www.myinterfase.com/weber/student>

Username: guest

Password: student

Click on: Career Events (at the top of the page)

Click on: Utah Statewide Teacher Recruitment Fair

Click on: Search



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## **Step 2 – Prepare your Resume**

Although a targeted resume works best when applying for employment, a general resume which provides a broad overview of your experiences and skills works well for the Fair. You need not include an objective statement but can use one if you are targeting your priority employers with a customized resume. **Drop-in resume edits are available daily at Career Services from 1:30 p.m. to 3:00 p.m.** and other times by appointment. Don't wait until the last minute to get help with this important document.

## **Step 3 – Dress for Success**

Dress **PROFESSIONALLY!** You cannot undervalue a first impression so consider coming prepared for the job you hope to get.

For Women: A suit with a knee-length skirt or pants and blouse. A skirt or pants with a blouse and no jacket or a day dress that is structured and not too dressy is also acceptable. Shoes should be comfortable, appropriate to the outfit, and heels should not be too high.

For Men: A suit and tie is best with comfortable dress shoes. A long-sleeved dress shirt with a tie and no jacket is also acceptable.

## **Step 4 – Prepare your Approach & Introduction**

***Name badges are available in your pre-registration packet or at the entrance to the Fair and employers prefer seeing your name, major, and graduation date before you even begin talking with them!***

Employers expect you to walk up and introduce yourself. This may feel uncomfortable at first, but with practice you will get used to doing it and doing it well! Remember, recruiters are at the Fair to meet you so follow these steps:

1. Visit the schools/districts you are most interested in first and as early in the day as possible. If the booth is busy, move on to another recruiter and come back later.
2. Smile, make eye contact, offer your hand, and introduce yourself. A good firm handshake and eye contact shows confidence.



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3. Introduce yourself with a brief “commercial” about yourself. This statement should include the degree you are pursuing, your major, and what type of opportunity you are looking for.

EXAMPLE: “Hello, my name is Jon; it is very nice to meet you. I am a senior working on a B.S. in Teaching English with an endorsement in ESL. I would like to know what positions are available within your school / district that I might be qualified for.”

Be personable and keep your interaction brief but effective. Don’t forget to ask what your next step should be in the application process.

4. Ask if you can give them a resume! Some employers will suggest that you “just visit our web site to apply” and will not accept a resume. **The value of meeting a company recruiter face-to-face comes later in the follow-up phase.**
5. Thank the recruiter for the information they provided and shake their hand. Ask for a business card in order to follow-up.

## Step 5 – Ask Questions

The process of researching organizations will likely make you think of questions you would like to ask recruiters when you meet them at the Fair. These can include:

- ✚ How do I apply for teaching positions for your school/district?
- ✚ What skills are you most interested in seeing in a candidate?
- ✚ What kinds of additional skills or experiences would set me apart from other candidates?
- ✚ If the organization’s recruiter is holding interviews that day, be prepared to ask or sign up for an interview.

## Step 6 – Follow-up

Once you make a great first impression, keep the ball rolling with effective follow-up! You can do this through email, phone, or the mail and should be done within a few weeks of the event. Your message should include another thank you, state your interest in pursuing a position with their school/district (now or in the future), and request an opportunity to meet again to discuss your qualifications in greater detail.



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Here is where having a recruiter contact really pays off. Apply online AND send the recruiter an email letting them know that you completed the application while attaching a copy of your resume to the email. This allows the recruiter to potentially pull your application and/or send a message to a school/principle encouraging them to look at your application. Additionally, as you gain new skills, obtain internship experience, perform undergraduate research, expand leadership skills, etc. you have a reason to reach out to keep that contact excited about you as a potential intern or career employee.

## EVENT DETAILS

### INTERVIEWING:

Pre-scheduling of interviews with some districts can be made directly with the employers from 9:00 a.m. - 9:30 a.m. for times later in the day. Some schools/districts will interview on a first-come, first-serve basis. These interviews will be held from 9:00 a.m. - 3:00 p.m.

### INSTRUCTIONS FOR REGISTRATION:

You may register at any of the eight Utah teacher training institutions' Career Services Center or BYU-Idaho or at the University of Utah the day of the fair.

### ADDITIONAL INFORMATION:

Plan to **arrive early**. You may park in the student parking lot marked "C" on the map and take the Red and Blue Shuttle Buses (also free) to the Union Building.

There will be **NO copy service available**. **Placement files will not be given** to the recruiters the day of the fair, but will be sent later at the request of the school districts.

## FOOD COURT IN BASEMENT

**Utah State University will be closed March 9 – 13.**

**Please plan accordingly!**

**SEE YOU AT THE FAIR!**