Education Job Fair Tips

Learn Who’s Coming to the Fair Ahead of Time

- The Career Services webpage (www.niu.edu/careerservices) includes a link to a list of the districts/employers who will attend the job fair. Check the list often; changes are made right up to the day of the job fair.

- Prepare a list of employers that offer the employment opportunities, which most closely match your interests and abilities.

- Check out the district website prior to the fair

Registration

- Bring an extra copy of your resume to the Registration Table
  This is your registration for the fair

- Bring plenty (about 50) copies of your resume
  There is NO copy service at the Convo Center

Develop a Plan of Action for the Day of the Fair

- Visit first the employer(s) in which you have the strongest interest (your “A” list)

- Then visit with employers whose districts look like possibilities

- Don’t be afraid to modify your plan on fair day – talk to as many districts as possible – Visit the short lines first!

- Greet recruiters with a smile (it’s a long day for them, too!) Be prepared to describe in about 45 seconds your education, work experience and career interests. Be as specific as possible.

- Practice the summary so that you feel comfortable and confident in your presentation, but avoid sounding as though you’ve memorized a script. Don’t read from notes.

- Make notes between district contacts – preferably on the recruiter’s business card or district literature. These notes will be helpful to you as you write thank you letters, prepare for interviews, or evaluate job offers.
Learn What's Going to Happen Next

• As you leave each employer, ask about the next step in the interview process and how you can advance your candidacy

• Be prepared to schedule interviews with employers later in the day or within the following weeks

• Ask for a business card from all recruiters with whom you speak. Shake their hands and thank them for their time.

Follow Up With Your Job Leads

• Write a thank you message (paper or e-mail) to each recruiter you talked to who had jobs in which you were interested. Do not use social thank-you note stationary if you mail a follow-up message. Use standard business correspondence paper.

• In your message remind the recruiter that you met at the NIU Mid-America Educators’ Job Fair, then restate your qualifications for and interest in the position.

• Did the recruiter say “Call me sometime soon if you’re interested in the job”? That’s recruiter code for “If I don’t hear from you by the end of the day tomorrow I won’t think you’re serious about the job.”

Dress and Act the Part

• First impressions are critical. Conservative, well-pressed, tailored business attire is your best choice. Wear comfortable shoes.

• When you find that you are second in line, maintain a two or three step distance behind the person who currently has the employer’s attention.

• Approach employers with confidence – always remember that they are hoping that you will be the star candidate they have been looking for.

• Turn off your cell phone.

• Don’t travel in packs. Employers want to talk to you, not you and your friends.

• Smile. Offer a firm handshake. Chewing gum is inappropriate; so is eating and drinking anything.

Remember –
Eat breakfast - Arrive early - Pack a snack – Maintain a positive attitude