

Virtual Education Career Fair Tips

Make the most of this unique opportunity to meet and interact with potential employers. At the very least, this teacher fair offers important opportunities to network, research districts, submit your résumé and speak with representatives from various school districts. Be prepared and leave behind a favorable impression of you!

BEFORE THE FAIR: 1. **Have a Plan** – Simply logging in is not enough. Preparation is key.

2. **Register in Handshake** – Some schools will want you to apply online. Get ahead of the game by registering in Handshake and uploading your resume at <https://appstate.joinhandshake.com/>. This will allow you to search for job postings and quickly submit a resume to those that are of interest to you. This will also help you after the fair when a school district is looking for your resume.

3. **Research Schools** – Review what schools will be at the fair and then do some research. Target the schools you wish to interview with; then do your homework. The recruiter may ask you what you know about their district/school, so be prepared. The list of school systems attending our Education Career Fair can be found on the Career Development Center website <https://careers.appstate.edu/>

4. **Apply Online** – Many schools like for you to complete the online application at their school district website or at <http://schooljobs.dpi.state.nc.us/Home> before attending the fair. Having your application already in the system gives you an advantage.

AT THE FAIR: 1. **Plan your Approach** – Visit first the employer(s) in which you have the strongest interest (your “A” list), then visit with employers whose districts look like possibilities. But, **don’t be afraid to modify your plan** on fair day – talk to as many districts as possible. **Visit the short lines first!** You don’t want to spend the whole fair waiting in lines.

2. **Look Professional** – First impressions do count! Every contact with a prospective employer is a mini-interview. Regardless of what you might wear while you are teaching, show up at the interview in professional dress. Professional attire means:

- Clothes that are clean, fit well, and are nicely pressed
- A dark gray, navy blue, or black suit
- A white shirt or another light color
- Simple jewelry and make-up
- Avoid overly distracting designs
- Avoid very short skirts or revealing clothing

3. **Be Assertive** – As you log into each school district Zoom meeting, introduce yourself. Draft a 30-60 second *personal introduction* and practice it over and over. This introduction should include: your name, teaching field, teaching objective, your knowledge of the school district, teaching experience, etc. Practice your introduction with a friend or career coach, or in front of a

mirror. Smile and make eye contact! Even if you know that the school may not be interviewing for your teaching field, take a chance and talk to them anyway -- they may be impressed enough to interview you despite what their expected needs are.

4. Ask for a Follow-Up – Before you leave a recruiter, ask them about the specifics of their hiring process and how you can advance your candidacy. Ask for an email if possible to follow up afterward. Thank them for their time. Assert your interest!

5. Items to have with You at your Computer:

- Pens and paper (for taking notes – jot down notes to help you remember what you learn)
- List of target schools (Who are you interested in speaking to?)
- Résumé (Be sure to have your resume available to refer to as you connect with school districts)
- Follow instructions that a district may provide to fill out an application

6. Virtual Tips:

- Cell phones – ensure that your phone is on silent and will not be a distraction for you.
- Have water easily accessible for you as you transition from each Zoom meeting.
- Find a quiet, distraction-free area for when you meet with school districts.

AFTER THE FAIR: 1. Follow-Up – Contact the recruiters highest on your list and thank them for their time. Write a thank-you email to remind them of your interest and desire for an interview. This can provide you with another opportunity for you to outline what you know about the school, your qualifications, and why you wish to teach in their district. Include details that will help them remember you.

2. Expand Your World – Remember that not every school attends fairs, and some do not bring enough recruiters to speak with all qualified candidates. Submit applications to individual districts that you were not able to talk with at the fair.

- Be confident and smile, and maintain a positive attitude!

For more tips and resources, check out the Resources area of Handshake <https://appstate.joinhandshake.com/> and our website: <https://careers.appstate.edu/>