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## Education Job Fair Tips

### Learn Who's Coming to the Fair Ahead of Time

- The Career Services webpage ([www.niu.edu/careerservices](http://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 stationery 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