

TOP 10 TIPS for CANDIDATES at the PERC EDUCATION JOB FAIR

*The PERC Education Job Fair is an effective way to meet employers, to build your network of contacts, to expand job prospects, to have conversations about your qualifications, and to—potentially—get a job! Here is a list of the **Top 10 Tips** to help you make the most of the fair.*

- 1. CREATE A FREE HANDSHAKE ACCOUNT IF YOU DON'T HAVE ONE** - [Here's how to set up your Handshake account](#). Please note: Your college/university does not need to be a member of Handshake for you to sign up for a Handshake account. All students, regardless of where they attend, can sign up and use Handshake for free.
- 2. BUILD A COMPLETE PROFILE IN HANDSHAKE** - Make sure to include your resume and class year, as well as other relevant information. This is the profile employers will see, so you want to make a good impression! Check out these helpful articles to learn [how to upload a document to Handshake](#) and [build your profile from your resume](#).
- 3. REGISTER TO ATTEND THE FAIR** - [Click here](#) to go directly to the event page and [register to attend our fair](#).
- 4. IDENTIFY & RESEARCH REGISTERED EMPLOYERS** - View the [fair details page](#) to see the list of participating employers. Research district websites to create a “Top Tier” list of prospective employers and a secondary list. Note important characteristics of each targeted district so that you can demonstrate that you’ve done your “homework” and are a conscientious, highly motivated candidate. A directory of employers and certification areas sought is available on the PERC website’s [Candidate Information page](#).
- 5. REVIEW THE MAP** - In the weeks leading up to the PERC job fair, the planning committee will post a diagram of the venue that will include the locations for each of the employers. Familiarize yourself with the layout of the space so you can plan out your route and make the most of your time at the fair.
- 6. PREPARE YOUR RESUME & HAVE IT REVIEWED** - It is important for you to bring copies of your resume with you to the fair because many employers will be collecting resumes and this is how they will follow up with you to schedule interviews if they are interested in you as a candidate. Be sure to take some time before the fair to update your resume and have it reviewed by the staff in the career services office on your campus. Check out this [resume guide](#) on Handshake!
- 7. EMPHASIZE YOUR STRENGTHS** - Prepare to talk about experiences on your resume, highlighting skills that administrators are seeking: student-centered learning, classroom management, teaching strategies, state standards, collaborative teaching, integration of technology, etc. Don't forget to convey enthusiasm and practice your elevator pitch!
- 8. DRESS PROFESSIONALLY & ARRIVE ON TIME** - In order to make a great first impression, professional dress is recommended. If you're not sure about the appropriateness of an outfit, contact your career services Office. Also, during the fair, some employers will invite you to interview at their booth or in the interview area at a later time during the day. Be mindful of the time while you're interacting with other employers to ensure you arrive at your scheduled interviews at least five minutes early.
- 9. MEET WITH A VARIETY OF EMPLOYERS** - Don't just focus on a few popular districts. Keep an open mind. Employers may not list every certification area when they register. Talk with them about anticipated opportunities. If they are not the representative who hires for your certification area, ask for the name and e-mail address of the person that you should contact. If an employer is unsure about future vacancies in your certification area, ask for their contact information so that you can follow up with them. This kind of networking can lead to a position later!
- 10. STAY ORGANIZED & FOLLOW UP** - After your sessions with employers, note the recruiters' names and any special points you discussed related to: a) the application process, b) special characteristics of the district, c) follow-up YOU offered to do, etc. It is very important to keep track of this information after each conversation because it will blur quickly if you don't capture it right away. Send follow-up emails to employers that you would like to pursue further, and attach another copy of your resume. Don't forget to thank them for taking the time to introduce you to their organization.

For additional assistance, such as resume reviews and help developing an elevator pitch, contact your Career Services Office. Want more tips? [Check out this article from Handshake!](#)