

TOP 10 TIPS for CANDIDATES at the Virtual PERC EDUCATION JOB FAIR

*The Virtual PERC Education Job Fair is an effective way to meet employers: to build your network of contacts, to expand job prospects, to engage in one-on-one and group sessions with employers, and to—potentially—get a job! We are excited to partner with Handshake to run this year's fair! Here is a list of the **Top 10 Tips** to help you make the most of the virtual 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 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](#).
- 4. REGISTER TO ATTEND THE FAIR** - Registration opens on **March 5 at 10 AM** for consortium member schools, and **March 16 at 10 AM** for all other candidates. Consortium member candidates will either be invited in Handshake or receive a link from their career services office. If you are a consortium school student or alumni and need the registration link, please contact percjobfair@gmail.com. Starting March 16, the registration link for all candidates will be posted on the PERC website and Handshake. *Not sure if your school is a consortium member?* [Check the full list here](#).
- 3. IDENTIFY & RESEARCH REGISTERED 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 will be available on the PERC website closer to the date of the fair.
- 5. SCHEDULE SESSIONS (1:1 OR GROUP) WITH EMPLOYERS** - *Time slots are available on a first-come, first-served basis, so **reserve your times ASAP***. Be sure to sign up early for sessions with the employers you like! You have the option to choose either a 1:1 session or group session. A 1:1 meeting is at a set time slot, which typically lasts ten minutes and you will be the only candidate during that time. Group sessions are also at a set time slot, but can last up to 30 minutes and up to 50 candidates can be in the session at one time.
- 6. TEST YOUR CAMERA AND AUDIO** - Be sure that your technology is working in Handshake prior to the fair. Log into Handshake and select “Test Handshake Video” in the upper right-hand corner.
- 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** - Even though this is a virtual event, professional dress is still recommended. If you're not sure about the appropriateness of an outfit, contact your Career Services Office. Also, respect the recruiter's time and keep yourself on schedule.
- 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!](#)