

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

The PERC Education VIRTUAL Job Fair is an effective way to meet employers: to build your network of contacts, to expand job prospects, to engage in interviews, and to—potentially—get a job!

*We are working with Career Fair Plus to host our upcoming virtual fair, to create an intuitive, user-friendly experience for students and employers. Please bookmark app.careerfairplus.com and download the Career Fair Plus app in preparation for the virtual fair. You will have a chance to meet recruiters, ask questions about their organizations, and tell them about your qualifications. Here is a list of the **Top 10 Tips** to help you make the most of the virtual fair.*

- 1. BEFORE THE FAIR, IDENTIFY REGISTERED EMPLOYERS & RESEARCH THEM** - Registered employers are searchable in Career Fair Plus. Open the app or go to app.careerfairplus.com and navigate to the PERC Education Virtual Job Fair. You can start looking through the employers that will be attending without creating an account. 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 to the employer that you’ve done your “homework” and are a conscientious, highly motivated candidate. Check Career Fair Plus frequently for updates of newly registered employers.
- 2. REGISTER AND CREATE YOUR CAREER FAIR PLUS ACCOUNT IN ADVANCE** - Registering is only step 1 of attending the PERC Job Fair. Step 2 is booking meetings with employers. When you’re ready to schedule meetings, you will need to create an account in Career Fair Plus and build your profile. The scheduling window to book meetings will open at **10 AM on Saturday, March 13**. ***We strongly suggest registering and creating your Career Fair Plus account by Tuesday, MARCH 9 to ensure you can sign up for meetings starting March 13th.*** Meeting sign-ups are first come first serve, so you’ll want to have your account created and ready to go.
- 3. BUILD A COMPLETE PROFILE IN CAREER FAIR PLUS** - Make sure you build a complete profile that includes your resume as well as other relevant information. This is the profile employers will see when you book meetings with them, so you want to make a good impression!
- 4. ARRIVE TO YOUR VIRTUAL MEETINGS EARLY** - Arrive a few minutes early. For video appointments, once you click, “Join Meeting Room”, you will be placed into a virtual waiting room. Recruiters will be able to see you have arrived and will let you into the meeting room when they are ready to connect with you.
- 5. 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!
- 6. EMPHASIZE YOUR STRENGTHS** - Prepare to talk about experiences on your resume, highlighting skills that administrators are seeking: differentiated instruction, student-centered learning, classroom management, teaching strategies, state standards, collaborative teaching, integration of technology, etc. Don’t forget to convey enthusiasm!
- 7. INTERVIEW TIPS** - Your Career Services Office can assist you with interview advice. Also, consult the ***A A E E Job Search Handbook for Educators***—available from most Career Services Offices.
- 8. DRESS PROFESSIONALLY** - 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.
- 9. STAY ORGANIZED** - After your interactions 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.
- 10. FOLLOW UP** - Send follow-up emails to those 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.