What is the Educator Career Fair?
The Educator Career Fair is a special opportunity for you to meet with school district representatives face to face, to explore job opportunities and to network with hiring professionals in the teaching field.

Before the Fair

DEVELOP a plan of action. Decide which districts you will be targeting. Visit the Career Center website to get an updated list of participating school districts.

PREPARE a one-minute ad/bio about yourself. Who you are, TEExS status, where you are student teaching, and your area of specialization.

RESEARCH specific information about the school districts you are most interested in. e.g. How many schools in their districts are recognized?

RESUME should be prepared and proofread. Bring at least 20 copies of your resume. May include a cover letter.

PORTFOLIO typically are not needed for the job fair; however, you will need this for the interview with principals.

ATTIRE even though “casual” attire may be more common, your outfit tells recruiters if you are serious about the job. Keep jewelry and cologne to a minimum. Dress in a business suit!

During the Fair

ARRIVE EARLY to avoid long lines and familiarize yourself with the layout. The Career Center will provide a booth layout.

ATTITUDE should be confident, enthusiastic, and professional. These are very important aspects sought by school districts. Be assertive, shake hands and introduce yourself when you arrive at the table. Be positive and stay focused!!!

REVIEW any literature while you are in line.

LISTEN while the recruiters are talking to you and others.

ASK QUESTIONS that are intelligent. Such as, what do I need to do to obtain an interview with your school district?

Interviews

INTERVIEW PACKETS if you are granted an afternoon interview, also bring copies of your most recent evaluation, copies of TEExS scores and transcripts (if you have them) for the interviewer.

After the Fair

✓ Take notes about what you and the recruiter talked about.
✓ Follow up with an action plan.
✓ Write a letter thanking them for their time.
✓ Make sure to check out Career Center website for additional Interview opportunities.

Example of An Ad/Bio

Hi, my name is _________.

I am currently student teaching at ______ and have completed my TEExS in ______. In the past, I have worked in ______ (child care/substituting, etc.) There I gained a solid base in ______ (transferable skills or knowledge that can be related to the position).

Two of my greatest strengths are ____ and _____. I used these strengths to achieve _____ (special accomplishments).

My career goals are ______.

I am interested in your district because ______.

Common Mistakes
◆ Unprofessional attire
◆ Lack of focus or knowledge
◆ Monopolizing recruiters time
◆ Forgetting resume/pen
◆ Grabbing free items
◆ Chewing gum
◆ Lack of enthusiasm

Tips
◆ Create and rehearse your “One Minute Ad”
◆ Expect questions about certifications, TEExS, specialization (s)
◆ Smile as you speak
◆ Don’t bring your backpack or cellular phones