

UNI Teacher Fair Strategies

Saturday, March 27, 2010, 9-5, Maucker Union (8-9AM teacher check-in on upper level)

Be Prepared

- ❖ Look at the list of the school districts and their vacancies at “www.uni.edu/careerservices.”
- ❖ Research school districts in advance, so you can discuss specific topics during interviews.
- ❖ Review standard questions asked in education interviews.
- ❖ Plan your attire thoughtfully - a professional first impression is critical! Wear dress shoes that you could stand in for hours at a time.
- ❖ Write school administrators in advance to say you will be attending the fair; enclose a resume.
- ❖ Gather items to bring with you: portfolio in which to write notes about interviews and multiple copies of your resume. Stay streamlined, not disorganized.

First Things First

- ❖ Arrive at the upper level Maucker Union before 8:45 a.m. to get floorplan and nametag.
- ❖ Orient yourself to the floor plan.
- ❖ Prioritize your list of schools; evaluate interest in any late-registering schools.
- ❖ Enter the main floor of Maucker Union for interview sign up at 9:00 a.m.

Strategies for Interview Sign-Up Time

- ❖ Stand in lines at school districts’ booths to request interviews; the school administrator decides who receives interviews.
- ❖ Evaluate how productive it is to stand in a long line. Are you missing other opportunities as you stand and wait?
- ❖ Show your personality and enthusiasm during your brief visit with administrators.
- ❖ Establish good eye contact and present a firm handshake. Introduce yourself, your teaching area and explain why you have chosen this district. Ask for an interview during the fair - and if you get one, ask WHERE it will be!

Interviews

- ❖ Be on time or deliver a note of apology if you wish to decline an interview. Don’t be a “no show.”
- ❖ Listen well and be a good communicator.
- ❖ Adopt a three-point plan: know what you are looking for, what you have to offer, and what questions you will ask about the school system.
- ❖ Know your inventory: skills, background, strengths. Practice responses aloud or with a friend.
- ❖ Ask for school district information: application materials and business card of interviewer.
- ❖ Make notes immediately following your interview about topics discussed, name of interviewer and follow-up procedures.
- ❖ Utilize your down time between interviews by visiting other districts’ booths and watching for administrators you had not been able to contact earlier.

After the Fair

- ❖ Send a thank-you letter addressed to the specific interviewer within three days.
- ❖ Arrange for credentials to be sent to any schools who requested them.
- ❖ Phone the district to determine if they received your materials, to check on the status of the vacancy, and to express your continued interest ten days after the fair.
- ❖ Keep an accurate record of your contacts and keep copies of all completed application materials.

UNI Career Services

102 Gilchrist Hall ■ 319-273-6857 ■ www.uni.edu/careerservices