

# **minnesota** **EDUCATION** **JOB FAIR** 2013

sponsored by Minnesota Education Job Fair Association

**CAREER & INTERNSHIP  
SERVICES**

**STROMMEN CENTER  
FOR MEANINGFUL  
WORK**

**CHRISTENSEN CENTER  
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**April 15, 2013**  
**Minneapolis Convention Center**  
**Minneapolis, Minnesota**



# Job Fair Details



- Monday, April 15, 2013
- Minneapolis Convention Center
  - Parking information can be found [here](#)
- 10 a.m. to 3 p.m.
- Arrive early
  - districts are there early and ready to talk
  - Interview slots can fill up early in the day
- Clear your schedule for the whole day
  - Interviews can be schedule up until 5 p.m.



# 2012 Event Numbers



94 school districts  
from many states

78 interviewing  
booths

3 school district  
presentations



# Benefits to Attending



## Important job search tool

- networking
- meet many districts in one place

## Collect district information

- explore districts
- prepare for interviews and applications

## Motivation to begin job search

- resume, cover letter, portfolio, interviewing outfit, etc.

## Hone job hunting skills

- interviewing and “marketing” yourself



# How to Register



Complete  
registration form

Pay \$20(check or  
cash)

Give both the  
registration sheet  
and money to the  
Strommen Career  
and Internship  
Center



# 4 Areas of the Fair



- **Augsburg Table**
  - Come to the Augsburg table to check-in and your get name tag, schedule, and map
  - Career staff are available to answer questions throughout the day
- **Student Lounge**
  - Prepare, eat, relax (bring your own food or money to eat out)
- **District Booths**
  - Meet with districts, introduce yourself, exchange information and resumes, and inquire about interviewing
  - Wear your name tag
  - Decide on strategy
- **Interview Areas (Districts handle all interviewing schedules)**
  - Can call or send application and ask for interview at the fair
  - Ask questions and do your research on the district



# Information Sessions



- Some districts offer presentations
- Good way to break up your day and get more job search information
- Can learn a lot of job tips that will apply to whole job search



# Preparation for the Fair



- Preparation = Success
  - Spend time preparing for the fair
  - Districts are impressed when they can tell you have prepared
  - Watch this video on [job fair success](#)





# Preparing for the Fair-What to Bring



- RESUMES!
  - Bring 25+ to the fair
  - Visit our [website](#) for guidance on developing your resume
- Padfolio
- Notepad & pen
- Notes on any school district research you have done or correspondence you have received from districts
- \$\$\$\$ and other personal necessities
- Bag **or** a purse, not both
- HINT: Keep materials streamlined, don't overload yourself with too much to carry.



# Résumés and Cover Letters



- Start ASAP with a rough draft
  - Takes a while, so start early
- Come and see a Career Specialist to have them reviewed
  - Appointments fill up quickly, so call early
- Watch a quick video on [résumés](#) and [cover letters](#)



# Complete District Applications



- Research the districts that are attending and interest you
  - <http://www.mcucsa.org/mnedfair/>
  - [Directory of k-12 Schools](#)
  - [U.S. Department of Education for Teachers](#)
- Begin online applications BEFORE the fair
  - Start with those you are most interested in
- Take a very long time, so start ASAP
- If you have not completed online applications, districts will tell you to do so at the fair



# Preparing for the Fair-What to Wear



- Dress conservatively and professionally
- A suit is not absolutely required, but a safe bet and makes a great first impression
- Women ([Click here for Video](#))
  - Close-toed heels (comfortable shoes!)
  - Limit jewelry and makeup
  - Be aware of skirt length and revealing necklines
  - Pantyhose with skirts is a must!
- Men ([Click here for Video](#))
  - Clean shaven/trimmed
  - Dress socks (no white athletic socks)
  - Tie is a must
  - Matching belt and shoes



# When You Get to the Fair



- Orient yourself to the facility and find a quiet area and review your district info, plan your strategy, etc.
- Break away from your group of friends if you arrived with one and take on the fair independently
- Don't be intimidated by the initial "rush" of candidates!
- Observe how other candidates are approaching and interacting with districts...learn from them!



# Plan of Attack



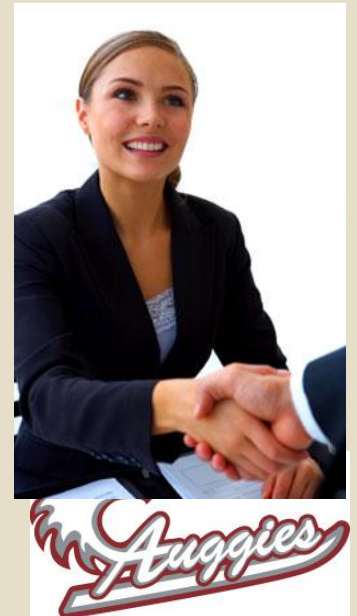
- Get there early and expect to stay all day
- Create a prioritized list of districts you most want to visit
- Try not to make the district you really want to work for your very first or very last stop
- If the line for a district is long, it may be more efficient to check back later in the day
- Give yourself some time to eat, take breaks, and write down notes



# Interviewing



- Interviewing is a skill and takes practice
  - Practice responses to typical interview questions OUT LOUD
  - Review interview information and questions on our [website](#)
- Some may be interviewing at the fair
  - Especially if you want to move out-of-state
- Schedule a mock interview in our office
- Review interviewing handouts and questions



# Elevator Speech



- First impression that you give to school districts
- Say what you like about district and inquire about open positions
- Prepare for each specific district
  - Use post-its to help remind you of what you want to say
- Watch a quick [video](#)





# Things to Remember



- Bring food or money for lunch
- Bring plenty of resumes (40-50)
- Pack light
- Dress professionally
  - Suit
  - Comfortable, dress shoes
- Parking costs: \$10-\$15



# Between Now and the Fair



- Develop an action plan to prepare
- Go to websites and make initial contacts
- Resume, cover letter, and practice interviews



# After the Fair



- Follow up with districts you liked
  - Complete their applications and apply for any open positions
  - Send them a thank you letter



# Advice from past students



- Plan ahead
- Wear comfortable shoes
- Get there early
- Stay relaxed
- Bring snack food
- Prepare
- Be willing to re-locate
- Be yourself

- Be organized
- Research districts before
- Ask questions
- Practice interviewing
- Follow-up with thank you notes
- Follow through by completing applications



# Questions?



- If you have any questions about the Education Fair or how to prepare, contact Keith Munson in the Strommen Center for Meaningful Work at [munsonk@augsborg.edu](mailto:munsonk@augsborg.edu) or 612-330-1148.
- Visit the Strommen Career & Internship Center webpage at [www.augsburg.edu/Strommen](http://www.augsburg.edu/Strommen)

