

Tips for Navigating the Minnesota Education Job Fair

1. Register for the Fair

- **Eligibility:** The fair is open to Minnesota college and university students and alumni. Attendees must be licensed to teach by December 2020.
- **Registration:** Register in Handshake (<https://augsborg.joinhandshake.com>)
- **Payment:** You may pay directly through Handshake using a debit or credit card.

2. Prepare for the Fair

- **Visit the job fair website** (www.mnedfair.org) to research your priority districts and take notes to help you be prepared the day of the fair. Know their mission, students they serve, curriculum, and **prepare educated questions** for district representatives.
 - Search the job fair website for districts who may be offering **information sessions** the day of the fair.
 - **Contact the district representatives** listed on the job fair website to schedule an interview. Some will schedule interviews in advance, while others prefer to schedule interviews at the job fair.
- **Download the app** (search your mobile app store for “Minnesota Education Job Fair”).
- **Plan your attire.** Dress professionally and try on your planned outfit to ensure it fits, is clean and pressed, and that it makes you feel confident in greeting employers.
- **Plan what you will bring.** Updated resume copies, notebook, pen, money for parking, etc.

3. At the Fair

- **Know where to go:** Minneapolis Convention Center, 1301 2nd Ave South, Minneapolis, 55403 - Take public transportation if you can or be prepared to pay for parking in a nearby ramp.
- **Check-in with Augsburg** University’s table when you arrive to pick up your name badge.
- **Be confident!** If you’re nervous, try to begin with an employer that you are less interested in to allow you to warm up. Use a firm handshake, make eye contact, and smile. Address the representative by name (check name tag) and introduce yourself by name, major, and graduation date. Then transition into some questions you prepared ahead of time.
- **Take notes** after meeting with a rep and before moving on to the next booth. This will make follow-up much easier. Things to take notes on: names, details from conversation, and items to follow up with after the fair (apply online, etc.)

4. Follow-Up After the Fair

- **Send thank-you notes immediately** – within two days if possible. Email is fine.
- **Review your notes** and the commitments you made to follow up with employers.
- In your message, reference the date and location of the Fair. Reiterate your key qualifications, and share anything you forgot to mention.
- **Proofread your message** carefully (reading it aloud is a good way to catch errors).
- You may want to include a copy of your resume as a courtesy.