



CAREER CENTER
Illinois State University

**Preparation for the 24th Annual
“Mid-America” Educators’ Job Fair**

Featuring:
Linda Harris, Pekin Elem. Dist. 108
and **Mark Heiss**, Plainfield Dist. 202

ISU CAREER CENTER, 185 SSB

www.CareerCenter.ilstu.edu
Student Services Building, Room 185 Telephone: (309) 438-2200




CAREER CENTER
Illinois State University

www.CareerCenter.ilstu.edu

The “Talent Scouts” are Coming!

- ◆ 150(+/-) *school districts/agencies*
(1/4 from out-of-state; Sunbelt especially)
will visit on Tuesday, March 3,
from 9:30 – 3:00 in BSC
(Ballroom, Circus Rm.; maybe Old Main)
- Part of “Mid-America” week of IL fairs, incl.
NIU, EIU, U of I, and NEIU



CAREER CENTER
Illinois State University

www.CareerCenter.ilstu.edu

Who Are the Recruiters??

- ◆ **Wide variety of individuals and roles ...**
Asst. Supt./HR Recruiters; ‘Chairs’, Principals;
+ reps from some non-profits, special schools.
(Many are ISU Alums)
- ◆ **And WHY do they visit??** To find top
candidates for open/expected positions (for
August '09 and beyond) and to create greater
awareness of future opportunities at their
schools -- *more retirements coming!*
- ◆ This is why **Juniors** might consider attending too!



CAREER CENTER
Illinois State University

www.CareerCenter.ilstu.edu

Who Are the Candidates?

- ◆ **Primarily ISU Seniors**
- ◆ **ALSO:**
 - ISU grad students, alums
 - Seniors, alums from other universities
 - Some “precocious” ISU underclassmen
- ... up to 800 participants!**



CAREER CENTER
Illinois State University


www.CareerCenter.ilstu.edu

**Job Fair Savvy Begins With:
Researching The Districts**

- ◆ **Career Center website:**
www.CareerCenter.ilstu.edu

check “Upcoming events” then link to
list of schools registered + expected
openings, with URLs.

“Floor plans” will be posted later in Feb!




CAREER CENTER
Illinois State University

www.CareerCenter.ilstu.edu

Note the Details!

- ◆ **Check “Positions”** list for certification areas
in which the districts are most interested;
some are more specific than others.
- ◆ **Note** that these are preliminary needs and
may change before the Fair or afterwards.
- ◆ **Even if your major is not listed**, plan to talk
w/ district reps on your “A” list about future
openings, subbing possibilities, curriculum,
etc.


 **CAREER CENTER**
Illinois State University www.CareerCenter.ilstu.edu

Action Plan

- ◆ For Your “A” List of Districts ... in advance of the Fair:
 - Review district HR or “Employment” page
 - Learn how to apply; then Do So if you are “ready” ... Questions about the process?
ASK AT THE FAIR !
 - ALSO, review district “Report Card”.


Action Plan (cont.)

- ◆ Likely should visit your “1st Choice” school *after* visiting # 3 and/or # 4 first!
- ◆ That is, get comfortable approaching and conversing with other recruiters first ...
- ◆ Then talk w/ #1 and #2; next, explore possibilities *elsewhere*, depending on your geographic “comfort zone” or preference.

 **CAREER CENTER**
Illinois State University www.CareerCenter.ilstu.edu


Anticipate in Advance

- ◆ Check in at Brown Ballroom or Old Main !!
w/ ISU ID card , make name badge (incl. major & grad date), then take roster of schools; *remember reps may be in 3 separate rooms!!*
- ◆ Use your time at the fair well -- give yourself some time to initially scout out employers (mostly “alpha” order), then make the rounds;
- ◆ Do Not “travel in packs” w/ friends -- be independent as much as possible; **do not** indiscriminately pick up goodies/giveaways from each table!! *And mind your cell phone!*

 **CAREER CENTER**
Illinois State University www.CareerCenter.ilstu.edu


What to Wear ... and NOT

- ◆ Dress Up ... Appropriately
- ◆ Not too casual or too “flashy” (fleshy?)
ISSUE: to suit or not? ----
“Conservative and Professional” sends right message -- *no matter what reps wear*
Personal “sparkle” w/ positive attitude trumps a dressy “bling” thing

 **CAREER CENTER**
Illinois State University www.CareerCenter.ilstu.edu

Plan to...

- ◆ Bring “enough” resumes on good quality paper ... and have them handy in a briefcase or nice portfolio.
- ◆ Bring a datebook/calendar, plus notepad for your questions & to record impressions; possibly “Progress Report” too.
- ◆ Teaching Portfolio? Best left for follow-up interviews; few reps (w/ rare exceptions) will have time to browse one at a Fair.

 **CAREER CENTER**
Illinois State University www.CareerCenter.ilstu.edu

Keys to an Effective Resume

- ◆ **C.H.I.P.** – Concise (1 or 2 pages), Honest (just the facts), Impressive (10-20 second scan -- must look well organized); Professional (must be accurate -- NO typos)
- ◆ Remember -- it should address the needs of the “marketplace”, so make note of cert. + endorsements, related experience (+ co-curricular interests/talents)

CAREER CENTER
Illinois State University
www.CareerCenter.ilstu.edu

OBJECTIVE ... to the point, succinct

- ◆ "To obtain a primary teaching position utilizing my exceptional planning, _____, and _____ skills."
- ◆ "A middle school teaching position; also interested in coaching soccer or track."
- ◆ **OR, omit objective** & simply allow your **degree/cert.** to address your target!
- ◆ **NOT:** "helping students reach full potential" ... nothing unique about that!

CAREER CENTER
Illinois State University
www.CareerCenter.ilstu.edu

EDUCATION... most recent degree 1st

- ◆ **Illinois State University, Normal, IL**
B.S. in Elementary Education, May 2009
Endorsements: Language Arts, Social Studies
Overall GPA: 3.0/4.0; Major GPA: 3.2/4.0
- ◆ **Any Community College, Anytown, IL**
Associate of Science, Dec. 2006
General Studies; GPA: 3.0/4.0
* Do you list HS Diploma?? Usually not.

CAREER CENTER
Illinois State University
www.CareerCenter.ilstu.edu

Other Likely Headings

- ◆ **Student Teaching**, then work back thru Clinicals or Field Experiences (could be separate or all together if not too long)
- ◆ **"Related" Experience** *could* involve part-time or summer jobs, coaching or volunteer experiences with children/teens
- ◆ **"Additional" Experience** – could be some/all other jobs, exclusive of "teaching-related" (noted in reverse chronology)

A Few More ...

- ◆ **Memberships** – great way to show professional involvement, even leadership skills
- ◆ **Activities or Community Service** (same as above)
- ◆ **Awards or Honors** – could be listed in "Education" instead
- ◆ **References** – helpful to name names w/ phone #s, at bottom of page or on an additional page

CAREER CENTER
Illinois State University
www.CareerCenter.ilstu.edu


More Specifics

- ◆ **Review** your resume before the fair ... be able to tell concise "stories" about your training, student teaching (*if that applies!*), special skills, and qualifications, plus any "related" jobs/volunteering.
- ◆ Further, **prepare** a brief introduction, summarizing your background, certification and preferred position(s), perhaps info that's NOT on your resume, i.e., are you from family of educators?
- ◆ **Watch** those ahead of you in line for an indication of WHEN the recruiter "wants the resume"; it will be obvious if they are doing sit-down interviews!
- ◆ When in doubt, SMILE; be direct, positive.

CAREER CENTER
Illinois State University
www.CareerCenter.ilstu.edu

Conversation Preparation


- ◆ **Practice - Practice** ... in advance;
"Fair" Q & A, w/ limited time, tends to relate just to your qualifications/background and how this might directly connect with opportunities in the district or agency;
But, sit-down mini-interviews are somewhat more formal. Remember that "voice quality" counts, esp. in the midst of many other adjacent conversations. Project effectively, confidently!
- ◆ **Presenters:**
More specifics about fair interview prep; "Ventures"??

 **CAREER CENTER**
Illinois State University

www.CareerCenter.ilstu.edu

Anticipate Basic Questions

- ◆ Tell me about yourself, your background
- ◆ Why did you choose _____ as a major?
- ◆ Why are you interested in teaching?
- ◆ How do you motivate students/ organize/ budget time, etc.?
- ◆ How will you contribute to our students' learning & achievement ?
- ◆ Generally – How do you plan the daily or weekly agenda? and -- How do you deal with "unexpected stuff"? → interruptions, extra tasks, even parent concerns

 **CAREER CENTER**
Illinois State University


www.CareerCenter.ilstu.edu

"Behavioral" Questions

Tell me about a time when ...

- a) you used your _____ skills?
(diplomacy, planning, assertiveness)
- b) you had to work with a difficult person or group; how did you deal with such challenges?

What would you do if? → focus on how you might deal with surprises, disruptions, situations out of the ordinary. Rely on a "best practices" type of response, because you won't have been in some of those situations yet!!

 **CAREER CENTER**
Illinois State University


www.CareerCenter.ilstu.edu

What About YOUR Questions?

- ◆ "Do you have any questions for me?" often signals closing stage of interview.
- ◆ **Possible Issues:**
 - Coaching & evaluation of new teachers;
 - Innovative programs or instruction in district;
 - Likely timeframe of the selection process;
 - Maybe extracurriculars ??
- ◆ Others?

Out-of-State Issues


- ◆ **If distant relocation is necessary:**
 - can they assist? If so, how?? \$\$ for moving, apartment finding help? **Signing bonus** for certain fields?
 - Should you accept an on-the-spot **offer**?
 - Q:** Should you go to job fairs in other states?
 - A:** Yes, if feasible *and* you are very place-focused!
 - Tip:** consult website of a large teacher ed. university in/near desired location; check job fair info and/or email an advisor in that office for more details.

 **CAREER CENTER**
Illinois State University

www.CareerCenter.ilstu.edu

Your Questions Do Count


- ◆ Your Fair questions can demonstrate you have done some "research", know your field, and can convey interest ...
whether formally interviewed or NOT!
- **Pre-student teachers** -- you may not get as much "talk time", but:
- find out about likelihood of future openings in your field, + "Do district subs often get hired?"
 - + "Are there ISU alums in the district" (and how might you connect w/ them)?

 **CAREER CENTER**
Illinois State University

www.CareerCenter.ilstu.edu

Wrap-up, Follow-Up

- ◆ **Ask recruiters what the next steps will be** and how should candidates follow-up after the fair (when you use e-mail, be appropriately formal) ... you'll be steered to online applications.
- ◆ **Ask for recruiter's business card (and/or printed materials)**, shake hands, and thank them for their time ... don't unnecessarily extend your conversation if others are behind you in line!!
- ◆ **Take time afterwards to reflect on your fair contacts:** write down key impressions (perhaps evaluate the district's potential for you on 1-10 scale)

 **CAREER CENTER**
Illinois State University


www.CareerCenter.ilstu.edu

For positions of greatest interest:

- ◆ **Send** thank-you messages, letters within 2 - 3 days
(e-mail usually OK!)
- ◆ **Remind** each individual that you met them at ISU
(or another) fair, and reiterate your interest
- ◆ **Include** any other documents they may have
requested (transcript copies, etc.) – understand that
MANY won't want paper, just electronic documents!

Reminders:

- ◆ **Check** your voice mail message for
“appropriateness” (same for your e-mail
address!) and ... **oh yes** ...
- ◆ **Make** MySpace/Facebook pages
PRIVATE!
→ C.L. Lindsay's “**Trouble Online**”
presentation on 2/11 at 7 in BSC BB

 **CAREER CENTER**
Illinois State University

www.CareerCenter.ilstu.edu

The End!

- ◆ Remember to fill out an Evaluation Form
before you leave the Fair in order to provide
feedback for CC Staff;
- ◆ Whether exhausted OR invigorated by the
experience, learn from your successes (or
mistakes) for the next time you mix it up with
school recruiters!
- ◆ → **QUESTIONS** you didn't get to ask??
- ◆ More specifics about candidate or district
“follow-up”?