

## PRE- TEACHER FAIR

- Make sure your resume is one page and flawless; print out plenty of copies. **View a sample teacher resume using [Optimal Resume](#).**
- Research what schools will be at the fair and do some research via their web site, and other on-line sources. Target the schools you would like to interview with; then do your homework.
- View the list of schools districts attending on [HireBronchos](#).
- Review and prepare answers to potential questions, as well as questions to ask employers. (*See common questions asked below*)
- This is your chance to make a good first impression - choose professional attire – **NO JEANS**. Click [here](#) for examples of professional attire.
- Schedule a **Mock Interview** with [Career Services](#) to practice answering questions.

## DURING THE TEACHER FAIR

- Explore all of your options and don't limit yourself - **NETWORK**
- Review exhibits and table brochures before talking to recruiters
- Arrive on time
- Use the directory as a guide (take notes on it)

### Table Approach

- Be positive, friendly and assertive – approach the employer and introduce yourself
- Greet with firm handshake and maintain eye contact
- Speak clearly and concisely – **NO SLANG**
- Collect business cards for follow up afterwards
- Be prepared to talk about yourself and experiences (2-5 minutes)
- Sell your strengths – what makes you unique
- Listen carefully to questions
- What can you do for the employer?

### Example Table Approaches

Your table approach should include your name, teaching field, teaching objective, your knowledge of the school district, teaching experience, emphasis or concentration areas, etc.

Good Morning! My name is \_\_\_\_\_ and I am a senior at UCO. I will graduate with a  (major/concentration) , a minor in \_\_\_\_\_ and a certification in \_\_\_\_\_.

### **Further describe your:**

- Teaching experience
- Career objective
- Future goals
- Particular Interests
- Unique skill set relevant to your career

## AFTER THE TEACHER FAIR

- Using business cards, follow-up via phone, e-mail or letter – use your best judgment
- Follow up sooner rather than later – maintain lines of communication
- Use your notes from the Fair to help you write the follow-up letter
- Include in the letter where you met and what was discussed
- Send an additional copy of your resume

### **COMMON QUESTIONS FROM EMPLOYERS**

- Tell me about yourself, your career interests, and your work experience.
- Why do you want to teach? (Or What are three reasons why you want to teach?)
- What interests you about this school district?
- Why do you think you will be successful in this field? What is your philosophy of education? Describe your student teaching experiences.
- Describe your style of teaching.

### **SAMPLE QUESTIONS TO ASK EMPLOYERS**

- Tell me about the students who attend this school (or attend schools within this district). What is your timeline for filling this position?
- What qualifications are important for this position?
- Do parents support the schools? Does the community?
- What is the teacher/student ratio in your district?
- What are prospects for future growth in this community and its schools?
- How can I best reach you to follow-up on this position?

**For more information about additional Career Services resources and future events, check the Student Quick Guide on our website <http://careers.uco.edu> or contact Career Services at 405-974-3346 | [careers@uco.edu](mailto:careers@uco.edu).**