



Tuesday, March 31, 2009

Kehr Union Building
Bloomsburg University

Bloomsburg, PA

9:00 a.m. - 3:00 p.m.

(Plan to arrive no later than 1:30 p.m.)

For the most up-to-date
information, visit our website:

www.bloomu.edu/careers.html

click on "Calendar of Events"

Sponsoring Institutions:

Bloomsburg, Bucknell, East Stroudsburg, Lock Haven, Lycoming, Mansfield & Susquehanna

Open to all teacher candidates. No admission fee.

PREPARING FOR THE CONSORTIUM

- ◆ **Visit the web site.** Familiarize yourself with the participating schools. Check back frequently since schools may continue to register, update their areas of need or cancel. Plan to take advantage of the opportunity to speak with as many schools as possible and use the individual links to learn about them. As the job fair approaches, a link to the floor plan will also be available so you can carefully plan your day.
- ◆ **Prepare a professional, error-free resume and print on resume paper (available at office supply stores).** The Career Development Center (CDC) provides free materials on writing/polishing a resume, interviewing and job fair success. If you'd like to have your resume reviewed, call **now** for an appointment; staffing is limited and our schedules fill quickly. Note that if your resume is more than a page long include your name at the top of the second page and staple the two pages together.
- ◆ **Consider purchasing a nice folder or "portfolio."** This is usually vinyl or leather and includes a pad of paper and pocket(s) to hold your resumes and a pen. Or purchase a business messenger-type bag/briefcase.
- ◆ **Prepare and practice a "30-second commercial" to introduce yourself to recruiters.** This should include your name and some brief information about your education, experiences and skills as they relate to teaching. For example, "Hello, my name is _____ and I will graduate in May as a dual major in elementary and special education. My student teaching experiences include _____ and _____ where I _____ and _____. In addition, I really enjoyed my position as a summer camp counselor where I strengthened my _____ and _____ skills. I'm wondering what opportunities are available in your school system." **TO STAND OUT, MAKE THIS YOUR OWN.**
- ◆ **Carefully select your interview attire.** Business suits for men and women are most appropriate. Also, choose professional yet comfortable shoes since you may be standing in line. Many recruiters comment that candidates can enhance their employment opportunities by the quality of their initial impression.

WHAT TO EXPECT FROM THE CONSORTIUM

- ◆ **Nearly 600 teacher candidates attended the 2008 Education Consortium.** While this event brings many hiring officials to campus, it also attracts **hundreds** of teacher candidates seeking a limited number of positions. Do **not** use this event as your only source for securing a job. During previous events, inexperienced job seekers have expressed frustration about the number of candidates competing with them for interviews. Unprepared candidates will feel overwhelmed.
- ◆ **Don't expect a job offer during the consortium.** Your time with each recruiter is usually just the initial screening interview. Look at this as a chance to meet numerous hiring officials, gather information and explore opportunities.

DAY OF THE CONSORTIUM

- ◆ **Park on upper campus, past Nelson Fieldhouse.** A campus map is linked from the web site. Be sure to follow directional signs to designated parking areas. University police may ticket hourly at \$15 per ticket if improperly parked. Free and continuous shuttle service is available to and from the Kehr Union beginning at 8:00 a.m. and throughout the day.
- ◆ **Candidates must use the patio entrance to the Kehr Union Building (KUB).** Refer to the campus map that is linked from the web site. **KUB doors open at 8:00 a.m.; the program begins at 9:00 a.m.** The earlier you arrive, the more alert and enthusiastic recruiters will be. Even though we discourage them from leaving early, some recruiters may pack up as early as 1:00 p.m.; therefore, the earlier you get there, the better.
- ◆ **Admission tickets and name tags.** If you are a current student from a sponsoring institution, your Career Services office may make arrangements to provide you with an admission ticket and nametag in advance. All alumni and candidates from other colleges will obtain these at the door. When you arrive, hand in your ticket at candidate registration. You will receive an Employer Guidebook with each school's contact information and a floor plan to help you locate specific districts.
- ◆ **Job fair set up.** Each organization is assigned one or more tables and chairs. Most schools send one or two representatives; others may send additional recruiters. Some recruiters sit behind the table; others, stand in the front. Because of the large number of participants, you may have to wait in line to speak with a recruiter. Please be patient and courteous. Consider coming back later and speak to another school in the meantime.
- ◆ **Interview format.** Most schools will hold walk-in interviews beginning at 9:00 a.m. and are available throughout the day to speak with candidates on a first-come, first-served basis. **However**, some may choose to schedule interviews with candidates. Some will spend two minutes with you, others a half-hour. Some won't ask you any questions and will just hand out information; some will spend the entire interaction asking you questions. Be prepared for anything.
- ◆ **Don't limit yourself geographically. (You may be surprised!)** Meet with as many school officials as possible. Note that many Pennsylvania schools do not attend because they usually draw a significant number of applicants for their teaching positions.
- ◆ **Approaching a recruiter.** Smile, make eye contact and offer a firm handshake. Have your resume ready to give to the recruiter. Introduce yourself in a positive and confident manner as you begin your "30-second commercial" (without sounding overly practiced). Project enthusiasm. Smile! Also, ask questions to help determine if you would enjoy working there.
- ◆ **Ask for a business card and take notes.** When speaking with a recruiter, be sure to get a business card and ask about following up/the next step in the process. Afterward, step aside to jot down notes regarding your conversation. You can write these in the Employer Guidebook that you receive at registration. Your notes will be very helpful in following up.
- ◆ **Recruiter lunch.** Most recruiters will break for lunch some time between 11:30 a.m. and 1:00 p.m.; therefore, plan your schedule accordingly.
- ◆ **No shows.** Don't be too disappointed if a school you're interested in doesn't show. Things happen. You may still send a cover letter and resume to the contact person listed in your Employer Guidebook.

AFTER THE CONSORTIUM

- ◆ **Follow up is key.** Write/email a thank you to recruiters as soon as possible after this event. Explore all leads. Complete applications and follow any instructions you were given. Don't just wait for the phone to ring. After a few weeks, follow up with a telephone call or email to inquire about the status of your application. Be sure to maintain an up-to-date record of your job search progress.