



Best Practices for JobSeekers

Maximize Your Experience at eXPO

Pre-Event

Prepare Your Intro and Answers

Write a brief introduction for yourself as well as answers to commonly asked interview questions before chatting with recruiters. Simply keep responses about you, your experience, and your goals in a text-editing document, so that you can easily copy and paste into the chat window.

Upload Your Resume Ahead of Time

Do a solid read-through of your resume before the event and upload it a couple days before. We know employers prefer to hire someone who comes prepared, and the ability to point them to your resume with ease and speed will only help your engagement with recruiters.

Be Ready with Questions for the District

We know that there are a number of factors that go into a job search. Login before the event, research the participating districts in advance, prioritize the booths, and prepare questions that are specific to each district you've identified as ones you hope to chat with. Thoughtful questions should be about the school culture and climate, the surrounding community and parental engagement, professional and staff development, the role of leadership in each school, and how they work to retain their educator workforce.

During The Event

Initiate Chats, Chats, Chats!

Each text-based chat is timed to maximize your ability to speak with multiple recruiters. Be succinct with your Q&A during your chat—keep your questions and answers short—sentences not paragraphs!

Maximize Your Effort

It's in your best interest as a job seeker to wait in as many chat lines as possible. While you wait in line, you can check out content that the district has provided ahead of time in their booth; leave a question in the public discussion feeds for other jobseekers to weigh in; check out resources in the TopSchoolJobs booth including e-books and on-demand career development webinars; or even do work in another tab in your browser. You will hear an audible "ping" (make sure your sound is on!) notification when it is your turn to chat.

Make This First Step Count

These chats are not full interviews. They are the first step in the interview process—an

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important one to learn more about what a school district looks for and if it matches your job seeking requirements. Be sure to ask about more than just what they're hiring for!

Post-Event

Take Notes!

You will be taken to a chat conclusion page when your conversation has ended. This page will allow you to rate your chat and take notes about the representative or anything that was discussed. It's important to add notes and rate your chat, especially if you participate in more than one conversation. In the navigation bar at the top of your screen, locate the "History" icon, which will always take you to your chat history. You can read your chat transcripts, view your ratings, the representative's profiles, and a booth overview for each chat. This page will only show the chat history for this specific event.

Follow Up

We know how important this follow-up is, so the platform enables you to connect after the event by saving conversations and contact details from each chat. In the navigation bar at the top of your screen, locate the "History" icon, which will always take you to your chat history. You can read your chat transcripts, view your ratings, the representative's profiles, and a booth overview for each chat. This page will only show the chat history for this specific event. Make sure to send follow-up and thank you emails after the fair that emphasize your interest in their district!

Sign Up for Other Upcoming Fairs

For a list of other upcoming online career fairs that are subject-specific, generic, and national, visit here: <http://www.edweek.org/ew/jobs/job-fairs/index.html>