Minnesota Education Job Fair
April 21, 2017
Minneapolis Convention Center

Location/Parking
The Minnesota Education Job Fair takes place at the Minneapolis Convention Center, 1301 Second Ave. South. For directions, a map, and parking information go to [http://mnedfair.org/](http://mnedfair.org/). Event parking fees usually range from $8.00-10.00. You may wish to leave your coat in your car. New this year – A boxed lunch and coffee/water will be provided during the Fair!

School District Information
A listing of school districts attending the Education Job Fair can be found online at [http://mnedfair.org/](http://mnedfair.org/) - please check regularly for updates. Some school districts will pre-arrange interviews for the fair. These interviews occur during the fair, but are lined up before the event. You may contact the district directly to request a pre-arranged interview. If this interests you, we suggest you make these contacts right away. Some school districts will only be there to receive résumés and present information about their districts. They may not be scheduling interviews at the fair.

What to bring/what NOT to bring
- Do bring numerous copies of your résumé! Leave one with every representative you meet!
- If desired, you may bring a brief portfolio or sample lesson information, but do not expect that many interviewers will have the time to review this information at the fair. Remember, in most cases the job fair is the time for quick introductions and initial screening interviews.
- Do NOT bring credentials! Interviewers request that they not be burdened with more paper than they can carry. Your résumé and your personal introduction are key elements.

Getting Ready for the Job Fair
- Download the new fair app! Search “Guidebook” available through the App Store or Google Play. Within the Guidebook, search “Minnesota Education Job Fair” to download the guide. You can make to-do lists as well as easily access maps and special information.
- Polish your résumé! Make an appointment for help with a counselor in the Career Development Center.
- Research the school districts in which you are interested. Many of them have information online.
- Practice your interviewing skills.
- If you are student teaching, get permission from your supervising teacher to take time to attend the Fair.
At the Fair

You must check in at the Hamline table at the Convention Center. You will receive your name badge and floor maps. No one is admitted to the floor without an official name badge. A box lunch will be available for you!

The general schedule for the day follows:

9:00 - 2:00  Group Presentations by districts  
9:30  Fair opens to registered candidates with special needs  
10:00 - 3:00  School Districts’ booths open on the floor  
10:00 - 5:00  Individual interviews  
3:00  Booth area closes  
5:00  Interview area closes and Job Fair ends

- Plan which school districts you want to meet and plan your time at the booths to your best advantage. Avoid long lines. Try the booths with long lines later in the floor time.
- Interviews for most of the afternoon slots are scheduled during the morning. If you are thinking of attending only in the afternoon - think twice! Your best chance for success at the fair is to take full advantage of the entire day if possible - although that may not be realistic for some.
- Professional attire is highly recommended. Every contact you make is a potential interview. Look your best; first impressions really do count!
- Practice your introduction once or twice on employers of lesser importance to you. You will only have a minute to let employers know that you are interested, and why they should be interested in you!
- Get the names, titles, business cards, etc. of every recruiter for follow-up after the fair.
- Practice your approach to employers. Script and rehearse this before the fair.
  
  **Greeting**  
  Take the lead - make eye contact – offer your handshake - speak clearly – be enthusiastic!

  **Your Hook**  
  Present your résumé. Talk about your licensure area, your teaching experience, your college work and major. Are you willing to relocate? What positions are you seeking? Share your knowledge of their district. And remember, you want to get their attention in 1 minute or less!

  **Closing**  
  Thank them for their time! Ask for an interview to further discuss your qualifications.

- Interviews at the Ed Fair typically last 15 - 30 minutes. Be prepared!
- As a general rule, do NOT accept contracts on the spot. Take time to research the school before accepting a job offer.

After the Fair

- Send thank you letters to the recruiters, thanking them for their time and confirming your interest.
- Phone calls may be acceptable follow-up. Ask during your interview if phone calls are appropriate.
MINNESOTA EDUCATION JOB FAIR 2017
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REGISTRATION
(Please Print CLEARLY)

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Licensure Area(s):
(For name badge)

- Autism Spectrum Disorders Birth-12
- Bilingual/Bicultural
- Chemistry 9-12
- Communication Arts & Literature 5-12
- Dance and Theatre Arts K-12
- Earth Science 9-12
- Elementary Education
- English as a Second Language K-12
- General Science 5-8
- Life Science 9-12
- Mathematics 5-12
- Physics 9-12
- Reading K-12
- Social Studies 5-12
- World Languages and Cultures – German K-12
- World Languages and Cultures – Spanish K-12

Hamline students and alumni, eligible to teach by December 2017, are invited to attend the Minnesota Education Job Fair. Held at the Minneapolis Convention Center on April 21, 2017, this is an excellent opportunity to meet with many school districts in one day. School districts nationwide participate through information booths, interviewing opportunities and group presentations!

Registration is $20.00 and must accompany this form. On-site registration is also available. Please make checks payable to Hamline University. Payment is non-refundable after April 13, 2017.

Mail or drop off the white copy of this registration form and payment:

Hamline University
Career Development Center
MS-B1802, 1536 Hewitt Avenue
St. Paul, MN 55104-1284

Key dates:
4/13/17 - 5:00 p.m. Refund Deadline
4/18/17 - 5:00 p.m. Pre-Registration Deadline
4/21/17 - MN Education Job Fair, Minneapolis Convention Center

Preparation: The Career Development Center (CDC) staff is available to assist you in preparation for the Job Fair. Please call 651.523.2302 for appointment information. The CDC is located in the Drew Science Building, Room 113.

Updates: A listing of participating school districts is accessible online at http://mnedfair.org/. District information will be updated frequently, so revisit the site often.