

2019 International School Job Fair

Quick Reference Guide

Welcome to the 2019 International Job Fair!

We are really excited that you are coming to the fairs this Fall. We have been working with the colleges on our fair stops to provide an excellent venue for you to meet with students and current teachers looking for a change.

This Quick Reference Guide will provide some more of the specific site details and what to expect for those who are coming for the first time.

Tables

Please be on time to set-up your table. Tables are not assigned in any order, so when you arrive, pick what table you want. It isn't overly important to be in the front of the room where people enter.

Some schools have tabletop displays - some don't. Each table will have a tablecloth and skirt, so we suggest personalizing it. Bring a colorful table cover for the table, cultural items that would attract attention, and don't forget about candy (doesn't matter what kind). People gravitate to candy for whatever reason. 😊

Other options you may want to consider having:

- Something for them to take with them: School brochures, business cards, list of openings, pen, keychain, or a little something that will remind them who you are.
- A sign-up sheet for people asking for basic info so that you can follow up with them.

Depending on the number of recruiters you indicate on your intent form, you will have one or more chairs. We can't guarantee power to your table, so be aware that you should bring a power supply bank, if needed.

Name Tags

We will provide name tags for you at check-in, unless you have a school name tag that you would prefer to wear.

Meals

Each campus has options for meals. Depending on the time of the fair you may have to eat just prior to or after each fair.

Open Positions

Each fair attendee (& recruiter) will have information with all schools/agencies in attendance, with contact information in order to find you and follow up with you. You will receive a form requesting the list of open positions at your school in order to provide this information at the fair. Please send that in as soon as possible.

Campus Tour

The schools are excited that you are coming and the Admissions departments are looking forward to taking you on a campus tour the morning of the fair and having a time with you afterwards to answer any questions you might have about the college, its programs, and any other details your international school students may need. Coffee is provided!! Please be sure and indicate your interest on the form sent to you.

Job Fair Procedures

Students will be in and out during the time frame of the fair. Depending on their classes, you may experience a rush, but there may be some who are eager to be the first ones to talk to you once we open the doors. It will be helpful to arrive on time and be all set up before the fair starts.

Be prepared to tell your school story repeatedly. Also be prepared to talk to people who are a year or two out from applying for a position but are interested and know that this is their calling.

The most important tip is to not wait behind your table for people to come to you. Stand next to (if possible), or in front of your table, and greet as many people as you can. The more people you speak to, the more possibilities you have.

Please let me know if you would like or need more information. I will look forward to seeing you soon!

Anne