

MN Education Job Fair 2008
Monday, April 14, 2008
Minneapolis Convention Center

Booth Area/Information Exchange	9AM-3PM
Candidate Interviews	9AM-5PM

You are now registered to attend the Minnesota Education Job Fair 2008.
Please read thoroughly in order to assure your most successful participation in the Fair!

A roster of participating school districts and staffing needs as well as links to district home pages may be found at the following internet address: <http://www.mcucsa.org/mnedfair/> Be sure to check this site regularly as changes will occur frequently!

You are responsible for your own transportation! Directions for the event and parking information can be found here <http://www.minneapolisconventioncenter.com/public/parking.asp>

Preparing for the Fair

1. Candidates are strongly encouraged to have "Self-Managed Credentials" prepared prior to attending the Fair. See the attached information sheet for guidance on assembling your credentials. Although candidates are discouraged from bringing credentials to the Fair itself, you may want to bring *one* copy of your credentials, particularly if you plan to interview on that day. Be prepared, however, to forward complete credentials to districts, if requested, upon your return from the fair.
2. Be prepared with numerous (at least 25 depending on the number of districts you are planning to talk with) copies of your resume on high-quality paper for the day of the Fair! It is not necessary to bring cover letters.
3. Districts will be arranging candidate interviews in two ways. To schedule **interviews in advance**, simply send your resume and cover letter to districts with vacancies in your area or where you would like to be employed. Consult the district information on the MN Education Job Fair website to identify districts who have indicated that they will be interviewing on the day of the Fair. Indicate in your cover letter that you will be attending the Minnesota Education Job Fair on April 14, 2008 and state that you hope to have an interview at that time. **Do this well in advance of the fair.** Districts will arrange all advance interviews directly with candidates. Be aware that should you receive an interview for the fair, you must have written confirmation (i.e., pre-select interview card or letter) from the district to enter the interview area at the Convention Center. **Many districts do not indicate staffing needs so if you are interested, do send a resume/cover letter to these districts**

Districts will also be **arranging candidate interviews on the day of** the event. It is suggested that candidates talk with districts they may be interested in interviewing with early on the day of the Fair.

Online Workshop for Fair Participants

A special online workshop has been prepared for Education Job Fair participants. This workshop includes a wealth of information on how best to prepare for and successfully participate in the event. To access the workshop, simply go to the CDC website then click on the Fairs & Events logo on the upper right side of the page. The workshop is listed under the Minnesota Education Job Fair and is entitled “**Making the Most of the Education Job Fair.**”

Name Badges

You will need to check in and pick up your name badge at the Minnesota State Mankato CDC table in the lobby area of the Convention Center on the day of the Fair.

The Day of the Fair

1. Arrive at the Convention Center early to allow for parking and admission to the Fair. District information booths will be open from 9:00 a.m.- 3:00 p.m. Interviews will be from 9:00 a.m.- 5:00 p.m. Be prepared to stay for the entire day. You may be asked to interview in the afternoon or evening, and it will take some time to visit with the districts at their booths.
2. Be prepared for lunch, coat check, and parking expenses.
3. **Dress appropriately for interview situations.** You will want to make your best possible first impression! Suits are appropriate for both men and women. Arrive well rested, as you will want to come with lots of energy, enthusiasm, a positive attitude, and flexibility.
4. When you arrive at the Convention Center, be sure pick up your name badge at the Minnesota State Mankato table. Your name badge will be your admission ticket into the Fair. Wear this badge throughout the day in order for recruiters to have a clear view of it when shaking your hand.
Spouses, children, and other guests will not be allowed to enter the auditorium.
5. There will be a lunch counter for light snacks and beverages at the Convention Center. There are also several restaurants available within a few blocks of the Convention Center.
6. There will be a Minnesota State Mankato table at the Fair. If you need any information or have any questions, problems, concerns, etc., come to this table. We will be there throughout the day to assist you.
7. There will be a number of school district presentations happening throughout the day. These presentations typically discuss district hiring procedures and general job search issues. Stop by the Minnesota State Mankato table and pick up a schedule.

If you have questions or concerns regarding your participation in the Minnesota Education Job Fair, contact the Career Development Center at (507)389-6061.

Good luck!

If you have a disability and need specific arrangements, please contact the Career Development Center at (507)389-6061.