



Education Career Fair

Co-sponsored by
Virginia Tech and Radford University



WELCOME Candidates!

We are thrilled that you are here today and want to do all we can to assure that this event is worthwhile for you and for the school systems.

Here are some highlights about Education Career Fair

Schedule

8:30-9:00 am	Candidate Check-in
9:00-10:45 am	Job Fair - Candidates will circulate to gather information, submit resumes, and request interviews
10:45-11:00 am	Break - School systems will submit Interview Schedule forms to the Registration Desk
11:00 am - 5:00 pm	Interviews will be conducted *Candidates can request additional interviews at the Employer Registration Desk
5:00 pm	Closing

Job Fair - 9:00 - 10:45

- Take a look at the list of school systems and the job fair map to determine the school systems with whom you would like to talk.
- Target school systems of interest and approach them to gather information, distribute your resumes, and/or request interviews.
- Due to the short length of time devoted to this portion of the job fair, we advise you to make a priority list of school systems you have an interest in so that you can meet with their representatives first.
- **Avoid scheduling interviews back-to-back**, just in case one system runs late and another runs early with their interviews.

Professionalism

Keep in mind throughout the day that you want to display professional conduct in conversations with recruiters and your peers during the job fair. First impressions are critical to the success of your job search.

Additional Interviews

- Throughout the day candidates are welcome to approach the Employer Registration Desk to inquire about available interview slots. Resumes are required.

(over)

Candidate Waiting Area

Candidates are welcome to wait there between interviews.

For Your Interviews

At your designated interview time a Career Services staff member will alert candidates of the time. Candidates are responsible for approaching the school system's booth and waiting until invited to sit down for the interview. BE ON TIME! This is critical.

Virginia Tech Students and Alumni - MORE OPPORTUNITIES --Take advantage of this!!!

School systems call us during the year to view resumes. It only takes minutes to submit YOUR RESUME so that it is available for these job openings. You will need to register with Hokies4Hire (on our website); IT IS EASY to follow these steps: > log onto our web site www.career.vt.edu > click on "Information and Services for Students" > under "Hokies4Hire and On-Campus Interviewing"> click on "Learn More Now"> click on "Log onto Hokies4Hire" > follow directions to get into the system and complete your "Profile" > Go into "Documents" to upload your resume (on an WORD file) then "Publish" your resume into our resume books.

Radford University Students and Alumni - Visit Hire-A-Highlander, create your profile, load your documents, and find full/part time employment, internship, and interviewing opportunities! Click on the Hire A Highlander sight at www.radford.edu/careers . Create a user name and password and an administrator will approve you for the system. Once approved, go to My Account and complete your profile and select documents to upload with your profile. With a completed profile and uploaded documents, you are ready to search for jobs by selecting Jobs Listings. Click on the Job ID to read about the application criteria.

Evaluations

Please take a moment to complete the attached evaluation form and place in box labeled STUDENT EVALUATIONS in the Candidate Waiting Area before you leave. This information will help us with future plans for this job fair. Thank you!

If you have any questions, come to the Candidate Waiting Area and let us know what we can do for you. Have a great day!!!!

**Betsy McCoy, Virginia Tech
Paulette Litteral, Radford University**