



HOW TO PREPARE FOR VIRTUAL JOB FAIRS

WHY ATTEND?

Learn more about a school board you're interested in working for.

Collect information about school boards that are currently hiring or hiring in the future.

Network with hiring managers and build relationships.

Find where your skill set is a good fit and what you need to develop to enhance your marketability.

WHAT TO EXPECT

Research, prepare questions ahead of time and have your resume ready.

Each school board has a booth where you can chat one-on-one via text, [audio or video](#).

For a tutorial on how to chat in the virtual job fair software (Radancy), [click here](#).

BEFORE THE FAIR

[Register in advance](#) and complete your profile to gain early access to the job fair lobby.

Upload your resume to your profile so representatives can access your information during your chat.

Log in to the event early to research participating school boards. Show them you know them and make a great first impression.

Prepare questions to ask the school boards you are interested in. For example: How would you describe the culture of the school? What advice do you have for new grads? What are the main skills you are looking for in a candidate?

Ensure you have a stable internet connection. [Test your connection](#) before the event.

DURING THE FAIR

Use the login URL provided in your confirmation email to enter the live job fair.

While in a chat, double-check your responses for spelling or grammar errors before sending.

Use formal language. Refrain from using slang or abbreviations.

Keep answers brief, clear and concise.

Have pre-typed answers to common questions ready. For example, your areas of strength.

Be mindful of the chat time. Prioritize your questions in case you run out of time.

Thank the recruiter for their time and ask how you can follow up (contact info or LinkedIn).

AFTER THE FAIR

Plan your follow up actions.

Visit www.applytoeducation.com to register your application with your prospective employer and/or ensure your portfolio is up to date.

Questions re: your account with Apply to Education can be submitted to: info@applytoeducation.com

SUPPORT

Technical difficulties during a live event? [Submit a request](#) or contact support@brazen.com.

How to [reset your password](#).

