



## What is the TRC?

The Teacher Recruitment Consortium (TRC) is a job fair especially for educators that brings school systems from around the country to campus and provides you with the opportunity to interview with several districts in one convenient day and the chance to distribute your resume to dozens of school districts.

To interview with a school district you must be available for a permanent, full-time teaching position by August 2008. However, November 2008 graduates and undergraduate students are welcome to attend the TRC. Please note, undergraduate students will not be able to schedule interviews; for these students, the event is solely for informational and networking purposes.

The TRC is open to students and alumni of Ohio University and the participating consortium schools (Marietta College, Muskingum College and University of Rio Grande).

## TRC Timeline

- 7:00 a.m. - 8:00 a.m. Students arrive and check-in on the 2nd Floor of Baker University Center
- 8:00 a.m. - 9:00 a.m. Students sign up for interviews in the Ballroom on the 4th Floor  
Students will not be permitted on the 4th Floor until 8 a.m.
- 9:00 a.m. - 4:00 p.m. Interviews will take place in the 2nd Floor Conference Rooms, Ballroom, Honors Collegium and 5th Floor  
Be sure to schedule a LUNCH BREAK for yourself

## Before the Event

**Self-Discovery:** Think about your skills, experiences, values and qualifications. Identify and research schools and districts of interest: see who is attending, what majors they prefer speaking with and open positions.

**Practice presenting yourself:** Develop 2-3 min. "commercial" and sell yourself. "Commercial" should include name, major, class status, and knowledge of employer. Be aware of facial expressions and posture - smile and show interest. Walk with confidence, have firm handshake. Bring portfolio, nice pen, copies of resume on good paper and reference sheets.

**Plan appropriate dress:** As you would for a formal interview; not too much cologne, perfume, make-up or overdone hair

## During the Event

**Bring extra copies of your resume (20-25)**

**Target districts of interest:** Check out who is there and location of their table. However, be open to all employers.

**Ask questions:** Internships, career opportunities, networking. Find out their opportunities such as coaching. This event can be tiring - a lot of "face work" is involved - plan for this!

**Take your time:** Be patient and use time wisely. Talk with recruiters who have a short line. Arrive early and remember that volunteering at the TRC is an excellent networking opportunity.

**Sell yourself:** Be enthusiastic, energetic, excited! Make a good impression

## What Happens at the TRC

- Check-in/register on the 2nd Floor
- Bring your STUDENT ID
- You will receive an employer directory, listed are the school districts that are recruiting at the event and interview locations; use the last page to record your interview times
- Interviews begin at 9:00 a.m.
- Employer tables are set-up in the Ballroom
- Students walk around and speak with recruiters - often distribute resumes
- Students sign-up for interviews
- Be sure to know the LOCATION of the interview
- Be sure to know the NAME of the recruiter and school district that you are interviewing with
- Promotional literature, business cards and “freebies” are often available
- Students gain information about school districts and positions
- Employers have tables set up on the 2nd, 4th, and 5th floors
- The majority of interviews will take place in the 2nd floor conference rooms

## Basic Interviewing:

### Preparation for the interview

- Self-assessment
- Communication skills
- Researching an organization: Web site, mission, values
- Questions: You interview them as well, have questions ready
- Know your strengths and weaknesses
- Dress appropriately
- Practicing: Mock interview with Career Services
- Resume: Critiquing available with Career Services, have copies available
- Know your resume and portfolio

### Sample interview questions

1. Tell me about yourself.
2. If a friend were to describe you, what would they say?
3. Describe a challenging experience you faced during your student teaching.
4. Describe your teaching style.
5. What do you enjoy most about teaching?
6. What do you expect most from your supervisor?
7. How do you engage a parent in the education of their child?
8. What is your philosophy of education?
9. How do you individualize your teaching?
10. Tell me about how you incorporate technology into your teaching.

### Communication skills

- Handshake
- Eye contact
- Posture
- Professional verbal skills
- Professional voicemail and e-mail
- Be clear and concise with specific examples
- Maintain positive attitude
- Be courteous and attentive to everyone you meet
- Ethics - be honest in all aspects
- Project enthusiasm
- Remember: Most hiring is decided in first 3-5 mins
- Gesture and smile naturally

### Questions to ask employers

1. What curriculum materials does your school system use?
2. What challenges does your school system face?
3. What is your philosophy of education?
4. Can you detail the level of parent involvement at this school?
5. What percentage of students have IEPs?
6. What type of support services are available for students?
7. What type of professional development have you had for educators?
8. What is your supervision style?
9. What technology resources are available to me?
10. What is the student to teacher ratio at this school?