

WHAT IS THE CAREER EXPO?

The Teacher Education Office coordinates an annual Career Expo for teacher candidates to interact with school boards and international organizations. It is scheduled during 5008 T2P to ensure both Year 1 and 2 teacher candidates are available to attend.

Our teacher candidates are in-demand and every year we have dozens of employers attend the Career Expo. We encourage you to take full advantage of the two day event – employers will be looking for their next hire.

BEFORE YOU GO...

Research: Know who will be there (posted on the blog), and research the organizations you're interested in. Review their About Website, Mission and Vision to become familiar with the organization.

Resume: Bring multiple copies of your resume in case they're requested – some employers will not be accepting resumes due to online application processes. Your resume should look professional, be error-free and current. For Western's Student Success Centre resume resources, visit goo.gl/UnMBgM

Introduction: Prepare an "elevator pitch", a 20 - 30 second introduction to use when you meet employers. Consider 3-4 qualities or experiences that set you apart. Highlight something you admire about their organization or ask after something you'd like to learn more about.

Dress Professionally: Employers will consider the Career Expo a formal introduction and some will even conduct interviews during the Career Expo. Exhibitors will be in business wear and we recommend teacher candidates are too.

Get Organized: Bring a simple folder to neatly store your resumes and hold their business cards. Bring a pen. Make note of any important information and contacts. Appearing organized is part of a positive first impression.

AT THE CAREER EXPO...

Attitude: Come with an enthusiastic attitude, ready for a new adventure. Show genuine interest and ask questions.

Body Language: Have a firm handshake and appropriate eye contact. Appear confident, genuine and professional.

Etiquette: Observe and listen to questions other Teacher Candidates are asking. Demonstrate your ability to be a patient and supportive colleague.

Ask Questions: Find out when the employer is hiring and how that process typically unfolds. Use the research you conducted to ask insightful questions that can help you prepare for an interview down the road.

Possible Questions for Employers: Develop customized questions to demonstrate your knowledge of the organization

- Is there any type of program or strategy that is characteristic of your organization/board?
- How does your [organization-specific program] look in practice?
- Are there any Additional Qualifications or professional development that you recommend for your staff or applicants?
- What are your organization's/board's priorities over the next few years?
- Are there any new initiatives your organization/board are planning?
- What are you looking for in a candidate?
- Are their supports or mentorship opportunities available for new hires?
- What are your current vacancies?
- Which subject areas are in demand?

AFTER THE CAREER EXPO...

Follow-Up: If you received a business card or met an organization you're particularly interested in, follow-up within a day or two with a thank you email. This will help the employer remember you and demonstrate your commitment.

Submit Applications: Apply for positions following the instructions you received from the exhibitors. Update your resume and cover letter to reflect what you learnt at the Career Expo.

Prepare for Interviews: Begin planning for employment interviews

- Review the "Beyond the BEd" section of theteachercandidate.com
- Update your teaching portfolio and practice sharing it
- Decide which strengths and experiences you want to highlight
- Practice typical interview questions, including "Is there anything else we should know?" and "Do you have any questions for us?"
- Remember that many organizations will be hiring multiple candidates and may conduct group interviews. Take advantage of the format to showcase your skill at collaboration and teamwork.