## PREPARING FOR THE JEWISH JOB FAIR

The Jewish Job Fair will be held on Thursday, March 3<sup>rd</sup>, 2016 from 6 - 9 pm in the Max Stern Athletic Center on the Wilf Campus of Yeshiva University. It is open to all job seekers looking for jobs in Jewish schools and Jewish organizations.

If you have not yet registered, please do so by clicking here.

People interested in school jobs should visit <u>JEDJobs.com</u> to apply for interviews in advance following the directions below.

# The following information will help you prepare for the Jewish Job Fair:

- What should I expect at the Jewish Job Fair?
- How do I sign up for interviews with schools?
- How do I accept interviews?
- What should I do to prepare for my interviews?
- What should I wear to the Jewish Job Fair?
- What should I bring to the Jewish Job Fair?
- What kind of questions will I be asked?
- A list of Jewish Job Fair DOs and DON'Ts



## WHAT SHOULD I EXPECT AT THE JEWISH JOB FAIR?

The Jewish Job Fair is an event where schools and Jewish organizations seek to recruit individuals to work for them. Jewish schools have advertised their positions on JEDjobs.com and will have set up interviews in advance. Organizations will meet with people informally.

Please keep in mind the following:

- You'll have 10 minutes to meet with each school if you've been approved for and scheduled an interview (see section on signing up for interviews).
- If a school has open slots in its schedule, you'll be able to write your name in that space to book that slot for yourself.
- You'll receive a map of the room that will show where each employer is stationed.
- The room will be loud and hot! Prepare for this.
- WiFi will be available, but due to the high number of expected attendees, should not be relied upon.
- Although coming with friends is a good idea, don't hang out with your friends the whole time.
- Don't stand near a school's table waiting for an opening if you haven't booked an appointment with that school. It's not fair to the person being interviewed or the school leader who wants to focus on the current candidate.
- Don't walk around the room texting or talking on your cell phone.



### HOW DO I SIGN UP FOR INTERVIEWS WITH SCHOOLS?

We suggest that you print these directions out for easy reference.

Schools post their open positions on JEDJobs.com, enabling job seekers to request interviews for those particular positions. If the job you want to apply for is not yet listed or isn't accepting interview requests yet, check back later. The list will be updated frequently up until the day of the Jewish Job Fair (March 3<sup>rd</sup>).

The process is simple. Just follow these directions:

- 1. Log on to your JEDJobs.com account.
- 2. On the home page, you'll see a *Shortcuts* menu on the right-hand side of the page. Under that list, click on *Campus Interviews I Qualify For*. Don't worry about whether or not you qualify; ALL jobs are listed under that link.
- 3. On the next page, you'll see a long list of job opportunities. For any job you are interested in interviewing for, click *Apply*.
- 4. NOTE: You will NOT be able to complete your application unless your resume is uploaded. If you do not have one on JEDJobs, go to the *Documents* tab on the top blue navigation bar and follow the instructions.
- 5. After clicking *Apply*, a window will pop up. Select the documents you would like to upload, including your resume and a cover letter (if requested). Then, click on *Submit*. Your resume and request for an interview will be sent to the employer.
- 6. After the employer reviews your resume, the employer will either approve or deny your request for an interview at the Jewish Job Fair. Log back in to your JEDJobs profile frequently to check if you have been approved. You will <u>not</u> receive an email each time an employer approves or denies you. It is up to you to check your profile.



#### HOW DO I ACCEPT INTERVIEWS?

- 1. Once you've logged back in to your JEDJobs profile, you will see a message at the top of your home page that says *Pending Action*. You may sign up for one interview. If you've been invited to more than one interview, the number will reflect that. You may click on the hyperlinked 1 interview to go to the next step. Alternatively, you may click on the *Interviews* tab.
- 2. You will see interviews you've been invited to schedule. You may either *View Job* to remind yourself about the position, *Decline Interview* if you are no longer interested in meeting the employer, or *Schedule Interview*. If you are ready to schedule the interview, click on *Schedule Interview*.
- 3. A window will pop up revealing the date (which you can't change) and the available slots for you to schedule an interview. The system only shows you slots that both you and the employer have available. So, for example, if you've already scheduled an appointment at 6:30 with one school, that slot should not appear as an option for you when you try to schedule an appointment with another school. Choose a slot that works for you by clicking the radio button next to it. You may only choose one slot. Then click *Submit*.
- 4. Your scheduled interview will now appear on the right side of the screen under the *Interviews* tab. You can and should check back here frequently to make sure you know who you are meeting and at what time.
- 5. Not every school will have a full schedule on the night of the Jewish Job Fair. Schools with available slots will have sign-up sheets on their tables with available slots. If you are interested in meeting with schools that you haven't booked appointments with electronically, you may write your name in available slots on the night of the Jewish Job Fair.



#### WHAT SHOULD I DO TO PREPARE FOR MY INTERVIEWS?

Properly preparing for the Jewish Job Fair will ensure that you put your best foot forward with schools and improve your chances of landing a job that's a good fit for you. We recommend that you do the following to prepare:

- 1. Research each school you'll be meeting with. Check out the school's website, learn about its mission, its student population, and what makes it unique. Write down notes about each school to refer back to.
- 2. Practice Interviewing with a friend. Seriously. There's no better way to ensure that you give a good impression than by practicing. Don't assume that you're "good at interviewing." Review our section on interview questions and practice your answers. If you have the ability, the best thing to do is record yourself on video and then watch. Look for nervous habits you have (flipping your hair, touching your beard, saying "ummm") and work on fixing those.

## WHAT SHOULD I WEAR TO THE JEWISH JOB FAIR?

What you wear to the Jewish Job Fair is very important. The first impression you make on the school will tell them something about how seriously you take yourself and, by extension, how seriously you'll take the job at their school.

An important rule-of-thumb is to be who you are. Don't wear a black suit and velvet kippah if that's not how you normally dress.

Men should wear a suit and tie. Women should wear a suit or a blouse and skirt.

Be mindful not to wear anything that is loud or attention grabbing. We recommend wearing minimal jewelry and using minimal cologne/perfume (it might be better not to use at all).

A note about hygiene: It may seem obvious, but it's worth mentioning that you should be clean (shower before the event), your hair should be styled professionally, your teeth should be brushed (bring breath mints), and your face should be clean-shaven (if you have a beard, make sure it is well cared for). It makes a difference!



### WHAT SHOULD I BRING TO THE JEWISH JOB FAIR?

Be prepared by arriving at the Jewish Job Fair with everything you might need:

- 1. Extra copies of your resume. At least two hard copies for each school you'll be meeting with as well as some extras.
- 2. Your interview schedule. <u>It is your responsibility to print out your own schedule</u>. We will <u>not</u> be able to print out a schedule for you on the evening of the Jewish Job Fair.
- 3. A portfolio with samples of your work (lesson plans, pictures of you working with kids, etc.).
- 4. Breath mints
- 5. Water
- 6. Pens
- 7. A note pad to record notes after each interview, including the names of the school leaders you met with and specific things you talked about. You'll want to use this information in your follow-up thank you letters to the school.



### WHAT KIND OF QUESTIONS WILL I BE ASKED?

The following are sample questions school leaders may ask you and suggested answer guides:

Q1: Tell me about yourself.

A1: Focus briefly on your background and schooling and things that make you stand out (your interests and hobbies).

Q2: Why do you want to be a teacher?

A2: Focus on kids, your passion for your subject matter, and your feelings about giving back.

Q3: What's your educational philosophy?

A3: Describe what you know about educational models, how you design lessons, and how you reach kids.

Q4: How do you deal with a student who misbehaves in class?

A4: Describe your basic philosophy on discipline and give an example of how you've dealt with a misbehaving kid in the past that demonstrates how you put your philosophy into action.

Q5: Why do you want to teach at my school?

A5: Show off what you know about the school and why you think you'd be a good fit.



## The following are a couple of interview DOs and DON'Ts:

#### DO

- ✓ Make eye contact.
- ✓ Smile and enjoy yourself.
- ✓ Pause while giving answers to questions to allow the interviewer to interject or move on.
- ✓ Use a firm handshake (when gender appropriate).
- ✓ Be grateful by thanking the interviewer for his/her time.
- ✓ Demonstrate curiosity by having a few sophisticated questions prepared about the school or the position.
- ✓ Listen carefully to the interviewer and ask follow-up questions.
- ✓ Inquire about suggested follow-up and timeline.
- ✓ Get a business card from each employer you meet with.

#### DON'T

- ✓ Ask sensitive questions about salary, benefits, or the hours of the job.
- ✓ Check your phone during an interview.

IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL ELIANA.SOHN@YU.EDU.

Much Hatzlachah!