

# **CANDIDATE GUIDE ATLANTA JOB FAIR**

**Saturday, February 4, 2023**

Welcome to our Atlanta Job Fair! This document provides instructions for registering for job fairs and arranging your schedule ahead of time, as well as guidance about how the fair will operate.

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**[Grand Hyatt Atlanta in Buckhead](#)**

**3300 Peachtree Road NE**

**Atlanta, GA 30305**

**404-237-1234**



# LOGGING IN AND REGISTERING

## LOG IN

To register for the job fair and manage your interview schedule, always begin by logging into your STAR Account at SouthernTeachers.com. Click on the gold star at the upper right of our website. Then, click on “Candidates Seeking Great Jobs,” and log in with your email and password.



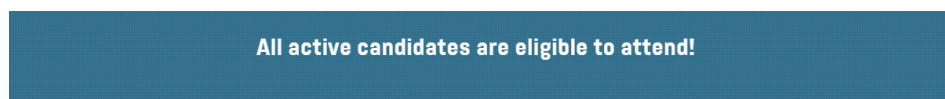
## REGISTER

Once you've logged in, you can register for the fair. Go to the gold toolbar, and click on “Job Fairs.”



Southern Teachers has sent your file for the jobs listed below.

Then, scroll down. You will see a list of upcoming job fairs. In the row for the fair you would like to attend, click “Register Now!” in the “Actions” column. A gray dialog box will pop up, headed “Register Now!” Click “Register.”



Join us for our Atlanta Job Fair on Saturday, Feb. 5, 2021

(Registration begins November 15!)

Date	Job Fair	Actions
11/12/21	Sample Job Fair 2022	
11/13/21	Atlanta Job Fair 2022	Register Now!



## SCHEDULING INTERVIEWS

On the morning of the fair, you will schedule interviews with school representatives.

In addition, commencing one week before the fair, schools may begin reviewing your file and sending invitations to interview. Here's how to manage your interview schedule ahead of time.

### SET YOUR SCHEDULE

Once you've registered, you must **set your schedule** to reflect your availability. To do so, log into your STAR Account and click on "Job Fairs" in the gold toolbar. Then, click on the name of the job fair, such as "2023 Atlanta Job Fair." This will take you to your schedule page. You should block off times when you are **not** available for interviews by clicking the box next to the word "Unavailable" for any time slot.

When you have set your schedule, **click the blue "Submit" button** to save your information.

**MY SCHEDULE**

ALBERT AAA   JOBS   DOCUMENTS   REFERENCES   **JOB FAIRS**   HOW DO I...?

**Sample Job Fair - 1/11/2021**

My Schedule   Interview Invitations

9:00 AM	<input type="checkbox"/> Unavailable
9:30 AM	<input type="checkbox"/> Unavailable
10:00 AM	<input type="checkbox"/> Unavailable
10:30 AM	<input type="checkbox"/> Unavailable
11:00 AM	<input type="checkbox"/> Unavailable
11:30 AM	<input type="checkbox"/> Unavailable
12:00 PM	<input type="checkbox"/> Unavailable
12:30 PM	<input type="checkbox"/> Unavailable

I have reviewed my schedule and marked the times I will be unavailable.

**Submit**

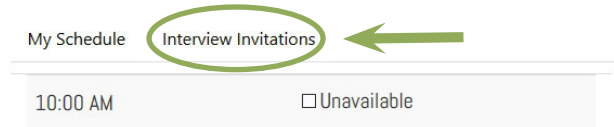
If you need assistance please call the STA office at (804) 282-4122.

You may alter your schedule at any time, but we strongly advise you to be available for as many time slots as possible in order to maximize your opportunities for interviews.

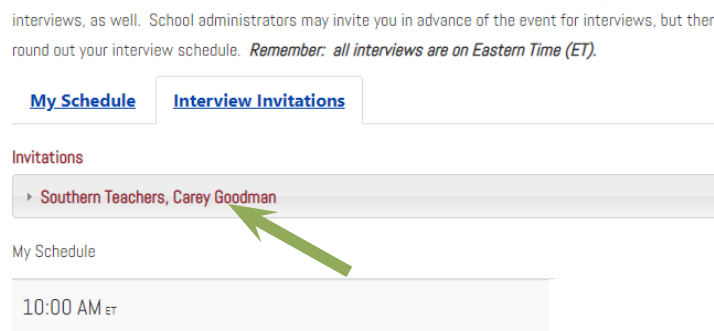
# YOUR INTERVIEW INVITATIONS

## RESPONDING TO INVITATIONS

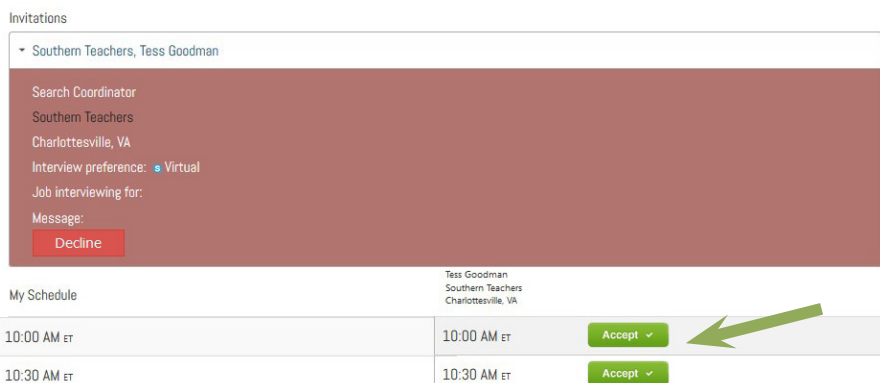
One week before the event, schools will have access to your file and can begin requesting interviews. Invitations will be emailed to you, but you may also view them in your STAR Account. Click here to view your invitations.



This link takes you to a list of invitations, with your own interview schedule below it. Click on each invitation to view and respond to it.



Opening an invitation will show you any messages the school has sent about the interview. Opening an interview will also show you the interviewer's schedule, which will appear the right. To **accept an interview**, select a timeslot that works for you, and click the green "Accept" button for that timeslot on the interviewer's schedule at the right. This will let the school know you have accepted their invitation, and it will automatically add the interview to your schedule. To decline an interview, click the red "Decline" button in the invitation itself.



# HOW THE FAIR WORKS

Grand Hyatt Atlanta in Buckhead  
**Saturday, February 4, 2023**

Prior to a great day of interviews, we're pleased to invite you to an informal reception in the Grand Hyatt Atlanta in Buckhead on Friday evening from 5:30 to 7:30.

## SCHEDULE FOR SATURDAY

7:30-8:30	<b>Candidate Check-in</b>
8:30-9:50	<b>Meet and Greet</b>
	<ul style="list-style-type: none"> <li>• Visit schools' tables and schedule interviews</li> </ul>
10:00	<b>Interviews Begin</b>
	<ul style="list-style-type: none"> <li>• Twenty-minute interviews with school administrators</li> </ul>
5:00	<b>Interviews End</b>

## HOW THE FAIR WORKS

School administrators will have access to your file one week before the fair, and they may well invite you via your online STAR Account to interview in advance of the fair. For most candidates, however, your interview schedule will be rounded out during the morning Meet and Greet period.

During this time, the school administrators will be stationed at their tables (organized alphabetically around the ballroom), and you will approach them, resume in hand, and express your interest in interviewing later during the Fair. You will have a brief moment to shine and impress the administrator with your enthusiasm for the opportunities at his/her school. Ultimately, the administrator will decide if your skills match the school's current needs and if an interview is appropriate for both of you.

## VACANCY POSTINGS

During the Fair, Southern Teachers will have posted on the wall a list of vacancies for each school on (highly visible!) yellow paper. Review the vacancies posted there, but even if a school does not have a vacancy listed in your field, you should still approach the administrator during the Meet and Greet to express your interest in the school.



## HOW THE FAIR WORKS

### MESSENGER MAIL

During the Meet and Greet period, you and the administrator may make an immediate decision to schedule an interview, or the administrator may take your resume and give you a concrete response later. The administrator has the same schedule that you do: 20-minute interviews for the balance of the day.

Southern Teachers delivers Messenger Mail for the duration of the Fair, which allows you and administrators to communicate throughout the day and continue to schedule interviews after the Meet and Greet period is over. You will have your own folder (with your name on it) at the message station, and we will place messages from schools in your folder. Please be sure to check your Messenger-Mail folder throughout the day. And do not remove your folder! Only take the messages themselves.

You may also fill out messages to schools to indicate your interest in securing an interview (if you have not done so in-person during the Meet and Greet), to respond to administrators, or to confirm an appointment. You should place messages in the wooden box on the Southern Teachers table. Our staff will deliver them to the school administrators.

### TALK TO YOUR PLACEMENT COUNSELOR

Schools will frequently ask Southern Teachers staff if we have met candidates in person. Please seek out your placement counselor and give him or her the completed ORANGE form that you'll find in your registration folder. Tell them how your search is progressing and if your situation has changed. Face-to-face conversations will help ST serve you better.

### VIDEO RESUME

We strongly encourage you to create a video resume to accompany your paper credentials file. Schools are eager to view these. Videographers will be available starting at 10:30. To make the video will require 10 minutes.



## FREQUENTLY ASKED QUESTIONS

### What should I do before the Fair?

You should review your schedule in your online STAR account and mark any times that you are unavailable. For this event, of course, we hope that you'll be available for all the time slots and not cross any of them off! Be sure to click SUBMIT, even if you haven't marked any times as unavailable. One week before the Fair, ST will provide school administrators with information about the attending candidates, and they'll start to send invitations. We don't encourage candidates to accept interview invitations just "to practice," but we do think you should seriously consider every possible conversation. Schools and towns that you've never heard of can still be great places to live and work!

### What happens at the Fair?

Please plan to arrive early. Our staff will register you and give you brief instructions. Between 8:30 and 9:50 you will visit schools' tables to talk briefly with administrators and schedule the remainder of your interviews. From 10:00-5:00 you will interview with school administrators who have asked to speak with you.

### What times will the interviews be?

20-minute interviews will commence at 10:00. It's a structured process with Southern Teachers staff on hand to guide you through the day.

### Am I guaranteed interviews?

No. We cannot guarantee that you will receive interviews as a result of attending this Southern Teachers Fair. However, it is our experience that bringing recruiters and candidates together in the Teachers Fair environment does result in employment matches. In fact, your odds are generally better than other forms of job searching because recruiters and candidates are being brought together in one location for the sole purpose of meeting and interviewing.

### How many schools will attend the Fair?

We anticipate 75+ schools will participate.

### How can I make the Southern Teachers Fair as productive as possible for my job search?

In addition to interviewing with school administrators, make sure to find your placement counselor at the Fair and discuss your search. Your relationship with your placement counselor is a valuable networking tool! Finally, if you have not yet submitted a video resume, we will be able to film your smiling face at the Fair. Take advantage of this powerful medium to advance your candidacy.



## FREQUENTLY ASKED QUESTIONS

### What should I bring?

Please bring at least several dozen copies of your resume. Though the administrators will have information about each candidate, you should give them your personal resume when you visit their tables to solicit or conduct an interview.

### What should I wear?

Standard interview attire (if you have questions, please let us know).

### Will there be internet access at the hotel?

Yes, you will receive login information at registration.

### Will there be food?

We'll have coffee, tea, and pastries for you all day long. Lunch is available in nearby restaurants.

### My plans have changed and I can no longer attend the Fair—what should I do?

Email your placement counselor immediately. You do not want to be considered a “no-show” by either Southern Teachers or the school representatives. Many of them will be previewing the book of candidates so we want an accurate list of who will be participating in the Fair.

**If you have any other questions, please contact your placement counselor!**

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