

SOUTHWEST OHIO • NORTHERN KENTUCKY



Monday, March 26, 2012
9:00 AM - Noon: Networking Sessions
12:30 - 5:00 PM: Possible Interviews
Cintas Center, Xavier University
Cincinnati, Ohio

A collaborative event presented by: The College of Mount St. Joseph, Northern Kentucky University, Wilmington College, University of Cincinnati, & Xavier University

The fair is next Monday and the number of schools attending continues to grow!

Directions and Parking

Be sure to allow plenty of time to get to the Cintas Center and to park. For directions to campus, and a campus map, please visit: <http://www.xavier.edu/about/documents/mapforweb.pdf>. The Cintas Center is #38 on the campus map. You should enter through the south entrance. Free parking is available in the Cintas Center East Parking Lot (C-2).

Schedule

Candidate check-in is between 8 a.m. and 9 a.m. Please be patient at registration as there will be many students from the five different schools trying to get registered in a short amount of time. The networking session will begin at 9 a.m. During this session, visit the employers that are of most interest to you. Identify yourself either as an undergraduate seeking information about their school district and future employment or as a job candidate interested in an interview for the afternoon. If you are just networking ask for the recruiter's business card. If you are scheduling interviews, be sure to complete the Candidate Interview Schedule form. Lunch break is scheduled from noon to 12:30 p.m. You may eat lunch at the Cintas Center at the concession stand in the west concourse from noon to 2:00 p.m. See below for other places to eat on campus. The interviewing portion of the day begins at 12:30 p.m and ends at 5 p.m.

Dining

The Xavier University campus offers the following places to dine:
Andy's Mediterranean, Andy's Mediterranean at Ryan's Pub, Blue Gibbon Chinese Restaurant, and
Subway - Gallagher Student Center
James E. Hoff Dining Commons - \$13.00 for guests, students \$7.00
Currito Burrito

Final Checklist

Do your research on the schools that are of most interest to you.
Practice your interviewing skills.
Rehearse your 30 second introduction.
Bring copies of your resume and reference list printed on high quality resume paper.
Bring a few copies of your most recent transcript and your portfolio.
Remember to dress professionally, smile, be courteous, and patient.
Turn off your cell phone or set it to silent, so that calls and text messages don't interrupt your conversation.
Fill out an evaluation of the fair on your way out.

If you need assistance or have questions contact Career Services.

We look forward to seeing you. Good Luck!

To view a list of participating schools and for more information visit the
[Southwest Ohio/Northern Kentucky Education Career Fair website](#)

