



Employer Final Checklist

The Southwest Ohio/Northern Kentucky Education Career Fair is just around the corner! As you finalize plans to attend, review the below checklist to help ensure your success at the event.

- ✓ **Provide position updates.** By now you may have a better idea of the number of teaching and counseling positions you anticipate will be open for the next school year. Please contact Kim Diehl at diehlk@xavier.edu to provide us with updated information so that we can promote them to the candidates.
- ✓ **Assemble enough materials.** Keep in mind that the fair historically attracts several hundred potential candidates from five area colleges and universities. The event offers a prime opportunity to share information about your district or school, promote expected openings, gather resumes, and screen a large number of qualified candidates. Make sure you bring plenty of marketing materials to meet demand and have an efficient screening process prepared for selecting the candidates you will invite to afternoon interviews. Have an ample supply of business cards with you!
- ✓ **Bring sufficient staff.** Plan to have enough recruiters to handle the long lines of interested candidates during the morning networking session between 9:30 a.m. and 11:30 a.m. and the afternoon interview sessions between 12:20 and 5 p.m. that you schedule at your booth. If you would like to bring additional recruiters beyond those listed at registration, please contact Kim Diehl at diehlk@xavier.edu to add additional recruiters to your invoice.
- ✓ **Keep efficiency in mind for interviews.** Remember that the interview sessions are just 20 minutes long. Maximize the afternoon interviewing session by bringing additional staff to interview multiple candidates during each interview slot. Interview questions should focus on the key qualifications that will move a candidate to the next steps in your hiring process.
- ✓ **Have your next steps available.** Inform selected candidates on next steps in your selection process. Candidates also will want to know if and when they may contact you to find out the hiring status of the position for which you are considering them.
- ✓ **Watch for the signal to end each interview session.** When there are two minutes remaining in an interview session, volunteers will walk through the waiting and interview areas with bright yellow signs that say “two minutes remaining.” The signs are a prompt for both candidates and interviewers that it is time to move on to the next interview.