

CAREER FAIR GUIDE

Montana Schools Recruitment Project

Purpose: To educate soon-to be graduates about the field of special education, potential career opportunities, and colleges/universities that offer programs.

- Communicate with Career Fair coordinator to reserve table.
- Order and download/print informational materials, brochures about careers and programs in advance (see attached page)- some materials can take several weeks to arrive via mail.
- Generate a visually enticing trifold poster with pictures- use Pinterest or google images to help brainstorm ideas. Some examples:



- Decorate the table with:
 - Tablecloth
 - Trifold poster
 - Brochures/pamphlets about careers and college/university programs
 - Educational materials/curriculum, games, etc. that will catch students' eyes.
 - Individually wrapped candy to hand out to students (optional)
 - Business cards for students to contact professionals with other questions (optional)
 - Sign-up sheet for students to job shadow a career for a day (optional)
- Choose 2-3 staff members to be present at the table (Sped Teacher, School Psych, SLP, OT, PT, Sign Language Interpreter, etc.) to answer questions and talk about their career. Be prepared to discuss:
 - Required degrees/certifications
 - Salary range
 - General responsibilities, advantages, benefits (ex. Summers off, health insurance, job opportunities)
 - Use catch phrases such as "Do you want to work with kids?" "Do you want a career with opportunities?"
- Some schools offer incentives for students to ask questions (ex. A ticket to enter into a drawing). You can create this by offering a piece of candy for each question asked.
- Next Steps:
 - Review success/improvements of the fair and suggestions for next year
 - Follow-up with any students that had questions or those wishing to shadow for a day