

Preparing for the Jewish Job Fair - Employers

The Jewish Job Fair will be held at Yeshiva University's Wilf Campus in Washington Heights on Thursday evening, March 3, 2016 from 6 – 9 pm in Furst Gymnasium.

Informal dinner is available to those who signed up in advance in Rubin Shul (in the same complex as the Gym) from 5 – 6 pm.

Please read below to make sure you and your colleagues are fully prepared.

Here are some items to help you prepare for the Jewish Job Fair

- What should we expect at the Jewish Job Fair?
- How do we see who has applied and approve them for interviews?
- Will there be a registration table?
- Will there be dinner?
- Where should we park?
- What should we bring?
- What should we do to prepare for our interviews?
- What kind of questions should we ask?
- What if we have open slots on the night of the Job Fair?
- What should we wear?
- Interview tips
- Will there be *mincha/maariv*?

WHAT SHOULD WE EXPECT AT THE JEWISH JOB FAIR?

The Jewish Job Fair is an event where Jewish schools and organizations seek to recruit individuals to work for them. Over 85 Jewish schools will be at the Job Fair recruiting for over 300 openings! About 15 Jewish organizations will be recruiting as well.

- The Job Fair evening for employers begins at 5:00 pm with registration and set up.
- The Job Fair will officially open to job seekers at 6 pm.
- Your table will only have two chairs on the employer side (for you and one colleague) and one chair on the other side for the candidate. Please do not bring extra people to the job fair beyond those you registered and paid for.
- Your evening will be divided into 10-minute slots during which you'll meet with individual candidates. To make the most of your evening, we strongly recommend you pre-screen and pre-approve your candidates (see our section on approving candidates for interviews).
- If your school has open slots in its schedule, candidates will be able to write their names in the open slots to book that time with you.

- The room will be loud and hot! We've worked with Events staff to manage this as best we can, but please be prepared for some heat and noise.
- The room MAY have wireless internet access, but the system was not designed to accommodate a large number of devices at once. We apologize if you find the connection slow. Please make appropriate plans if you need to use the internet.
- There will be over 300 job seekers at the event. Most of them are interested in jobs at schools. It will be a very exciting evening.

HOW DO WE SEE WHO HAS APPLIED AND APPROVE THEM FOR INTERVIEWS?

If you've posted a job opening on JEDJobs.com, candidates will be submitting requests to you through that system to be considered for an interview at the Job Fair. Here are the basic instructions for reviewing the applications that are being submitted to you for the Job Fair.

You may wish to print these instructions for easy reference.

1. Log in to JEDJobs: www.JEDJobs.com
2. On your home page, click on the tab called "On-Campus Recruiting (OCR)." That will take you to a page that lists your one schedule (Feb 26) for OCR, which is the job fair, the positions you are recruiting for, and a column called "Options" that has a button you can click to see your applicants. It will say something like "# applicants." Click that button.
3. The page that comes up will show you the applicants, the positions they are applying for, and their resumes and cover letters (if applicable). Click on the name of an individual applicant to view his/her application or click directly on the little icon with the letter "R" to see the applicant's resume. The resume will open in a new tab in your browser.
4. If the candidate meets your criteria, and you'd like to meet him/her, go to the "Status:" drop down menu and select "invited." This will alert the candidate that he/she can now schedule an interview with you during one of the available slots.
5. If the candidate does not meet your criteria select "not invited." This will alert the candidate that he/she didn't meet the criteria and will not be able to schedule an appointment with you.
6. Please DO NOT leave candidates as "pending." Candidates much prefer knowing for certain that they're not being considered rather than remaining in limbo.
7. Continue with this process until you've screened all your candidates.

WILL THERE BE A REGISTRATION TABLE?

Registration will take place from 5:00 – 6:00 pm at the entrance to Rubin Shul in the Max Stern Athletic Center complex (located at the corner of 184th Street and Amsterdam Avenue on the East side). You'll receive a name tag for each registered participant, a map of the room, and a copy of your schedule for the evening.

WILL THERE BE DINNER?

There is no formal dinner this year. If you've signed up to partake in the informal dinner, after registering, please make your way into Rubin Shul to grab your dinner and schmooze with you colleagues from across the field. If you have not registered for dinner, please feel free to partake of the snacks available on the 5th floor.

WHERE SHOULD WE PARK?

Parking WAS NOT included this year in your registration (this decision was based on feedback we heard from employers in years past). Please find parking at one of the paid lots or on the street. There are several lots in the YU area, as well as street parking:

1. [Icon Parking](#)
2. [Alliance Group](#) (\$15 for night parking after 5 pm)
3. [Central Parking System](#)
4. Street parking is available throughout the area including:
 - a. Angle parking on Amsterdam Ave. between W. 190th St. and Fort George Ave.
 - b. Angle parking on W. 187th St. between Amsterdam Ave. and Audubon Ave.

WHAT SHOULD WE BRING?

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

- A copy of your interview schedule
- Copies of your candidates' resumes
- Business cards to give to each candidate you meet with
- Information about your school to share with candidates
- "Swag" and "Give-Aways" for your school (pens, *chatchkies*, etc.)
- Information about your community (especially if your school is outside the Metropolitan NY area)
- Breath mints
- Water
- Pens
- Something to record notes on (some employers record notes directly on the candidates' resumes)
- A camera to photograph the candidates you meet with (this can help you remember them later)

WHAT SHOULD WE DO TO PREPARE FOR OUR INTERVIEWS?

Properly preparing for the Job Fair will ensure that you use your time most efficiently and improve your chances of finding candidates who are the best match for your school. We recommend the following:

1. Carefully review each resume submitted to you and either invite or reject every candidate who applies.
2. Check your JEDJobs site every day to see if there are new applicants. You may NOT get an email every time someone applies. Write down notes about each candidate to guide your specific questions during the interview.
3. Review your interview questions with your team.

WHAT KIND OF QUESTIONS SHOULD WE ASK?

Since the “micro-interviews” mean that your time with each candidate is short, we recommend asking questions that will reveal things you can’t learn from the resume. For example, don’t ask the candidate what she studied or where he’s worked before. Instead, ask questions like these:

- What did you enjoy most about your area of study?
- What are some things you do for fun?
- What are some specific attributes of a workplace that allow you to do your best work, and what do you know about our school that seems to align with those attributes?
- Tell me about a time you set a goal for yourself and how you went about accomplishing it.
- What would a visitor to your class expect to see?
- Give me an example of a key idea in your model lesson and how you developed your lesson to teach it.
- What are some things you’ve built into your model lesson to differentiate instruction for students with different abilities?
- Can you give an example of how you’ve supported a student who needed extra help?
- What are some tools or tricks you use to encourage student participation?
- What are two of your favorite technologies to use in the classroom? How do you use them?
- If most of the kids in your class did really poorly on an assignment or test that you gave, how would you respond?
- Can you describe a situation in your teaching experience with a student, a colleague, a supervisor, or a parent that was challenging for you and how you dealt with that challenge?
- If I were your principal, and we were setting goals together for your work next year, what might some of them be?

WHAT IF WE HAVE OPEN SLOTS ON THE NIGHT OF THE JOB FAIR?

Many schools will have full “dance cards” on the evening of the Job Fair, but many will have open slots in their schedules.

A schedule with your bookings and open slots will be on your table at the Job Fair. Candidates will be allowed and encouraged to go up to your table on sign their names in any open slots you have. You will not have a chance to pre-screen these candidates.

If open slots still remain on your schedule, we encourage you to get up and walk around the room and to introduce yourself to candidates in the room or in the lobby. Be friendly and inviting. Our experience tells us that this type of networking at the Job Fair can lead to placements.

WHAT SHOULD WE WEAR?

Although we have complete faith in the professionalism of our school leaders, it's worthwhile to review what is appropriate to wear to the Job Fair. The Job Fair is a marketing opportunity for your school. Hundreds of people will be there, including job seekers and your colleagues from other schools. Use this opportunity to project a polished and professional image. Just as you'll be looking carefully at how your candidates present themselves, they'll seek to learn things about your school by looking to you as a representative.

Men: Suit and Tie.

Women: Suit, or Blouse and Skirt.

All: Because the room will be crowded and hot, we recommend minimal cologne/perfume (might be better not to use at all).

Hygiene: It may seem obvious, but it's worth mentioning that you should be clean (shower before the event), your hair should be professional, your teeth should be brushed (bring breath mints), and your face should be clean-shaven (if you have a beard, make sure it is neat).

INTERVIEW TIPS

- DO
 - ✓ Make eye contact
 - ✓ Smile
 - ✓ Use a firm handshake (when gender appropriate)
 - ✓ Let the candidate do most of the talking
 - ✓ Take notes on the candidate during the interview
 - ✓ Be grateful—thank the candidate for his/her time
 - ✓ Listen carefully to the candidate and ask follow up questions
 - ✓ Tell the candidate about your intended follow-up and timeline
 - ✓ Give a business card to each candidate you meet with
 - ✓ Make sure to follow up with every candidate to let them know whether or not you are pursuing his/her candidacy
- DON'T
 - Don't ask sensitive questions about salary requirements, age, family, or religious observance

- Don't allow an interview to go longer than it is scheduled to take; other people are waiting to meet with you
- Don't allow candidates to stand near your table while you're interviewing someone. It's not fair to the person being interviewed or to you (since you probably want to focus on the current candidate).
- Don't check your phone during an interview

WILL THERE BE MINCHA/MAARIV?

For those who would like to *daven*, we'll arrange the following *minyanim*:

- Mincha: 5:30 pm near Rubin Shul
- Maariv: 9:15 pm in Rubin Shul