

Preparing for the Jewish Job Fair

YU's annual Jewish Job Fair will be held on TUESDAY, FEBRUARY 27, from 6 - 9 pm in the Gym on the Wilf Campus of Yeshiva University. It is open to all job seekers looking for jobs in Jewish Schools and Jewish Organizations.

If you haven't yet registered, please do so [here](#). Everyone who registers beforehand will have a pre-printed name-tag waiting for them. (You do not need to register to gain access to the fair and can fill out your own nametag when you get there.) Once you register for the job fair, follow the instructions to post your resume on www.JEDJobs.com. We will be sending the resumes of all registered job seekers to all employers who will be attending the job fair so that they may reach out to you IN ADVANCE to arrange interviews at the fair. Job seekers are also welcome to visit employers at the fair, even without a prior invitation to interview.

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

- What should I expect at the Jewish Job Fair?
- How do I sign up for Interviews?
- What should I do to prepare for my interviews?
- What should I wear?
- What should I bring?
- What kind of questions will I be asked?
- What if my current employer is at the fair?

WHAT SHOULD I EXPECT AT THE JEWISH JOB FAIR?

The Jewish Job Fair is an event where day schools and organizations seek to recruit individuals to work for them. Many schools and organizations have advertised their positions and will have set up interviews in advance.

- You'll have 10-15 minutes to meet with each employer if you've been invited to interview (employers will reach out to you using the contact information on your resume, posted on JEDJobs).
- If an employer has open slots in its schedule, you'll be able to book that slot for yourself at the fair.
- You'll receive a map of the room showing you where each employer will be stationed.
- The room will be loud and hot! Prepare for this.
- The room will NOT have wireless internet access. Don't plan on using the internet.
- Although coming with friends is a good idea, best to not hang out with your friends the whole time.
- Don't walk around the room texting or talking on your cell phone.
- Don't stand near an employer's table waiting for an opening if you haven't booked an appointment with them. It's not fair to the person being interviewed or the employer who wants to focus on the current candidate.

PRINT OUT THESE DIRECTIONS FOR EASY REFERENCE.

HOW ARE INTERVIEWS ARRANGED?

Employers are still adding their job postings to JEDJobs. You can reach out to any employer posting on JEDJobs and ask if they will be at the Job Fair and interested in meeting with you. Employers will reach out to those candidates they are interested in scheduling for an interview. IT IS CRITICAL THAT YOU [REGISTER](#) FOR THE JOB FAIR AND POST YOUR RESUME TO JEDJOBS.

Not every employer will have a full "dance card" on the night of the Job Fair. Employers with available slots will have sign-up sheets on their tables with available slots. If you are interested in meeting with employers that have not connected with you prior to the job fair, you may write your name in available slots on the night of the Job Fair.



WHAT SHOULD I DO TO PREPARE FOR MY INTERVIEWS?

Properly preparing for the Job Fair will ensure that you put your best foot forward with employers and improve your chances of landing a job that's a good fit for you. We recommend the following.

1. Research each employer you'll be meeting with. Check out the employer's website, learn about its mission, its work ethic, and what makes it unique. Write down notes about each employer to refer to.
2. Practice Interviewing with a friend. Seriously. There's no better way to ensure that you give a good impression than by practicing. Don't assume that you're "good at interviewing." Review our section on interview questions and practice your answers. If you have the ability, the best thing to do is record yourself on video and then watch. Look for nervous habits you have (flipping your hair, touching your beard, saying "ummm") and work on fixing those.

WHAT SHOULD I WEAR TO THE JOB FAIR?

What you wear to the Job Fair is very important. Your first impression on the employer will tell them something about how seriously you take yourself and, by extension, how seriously you'll take the job at their school or organization.

An important rule-of-thumb is to be who you are. Don't wear a black suit and velvet kippah if that's not how you normally dress.

Men: Suit and Tie.

Women: Suit, or Blouse and Skirt.

All: Nothing too loud or attention-grabbing. Minimal jewelry. Minimal if any cologne/perfume

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 well cared for).

WHAT SHOULD I BRING WITH ME TO THE JOB FAIR?

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

- Extra copies of your resume. At least one hard copy for each employer you'll be meeting with as well as some extras.
- Portfolio with samples of your work
- Breath mints
- Water
- Pens
- A note pad to record notes after each interview including the names of the employers you met with and specific things you talked about. You'll want to use these in your follow-up thank you letters to the employer.

WHAT KIND OF QUESTIONS WILL I BE ASKED?

Sample Questions Employers May Ask You and Suggested Answer Guides

Q1: Tell me about yourself.

A1: Focus briefly on your background and schooling and things that make you stand out (your interests and hobbies)



Q2: Why do you want to be a _____?

A2: Focus on your passion for your career and giving (back) to the Jewish community.

Q3: What's your educational philosophy? (For schools)

A3: Describe what you know about educational models, how you design lessons, and how you reach kids.

Q4: How do you deal with a student who misbehaves in class? (For schools)

A4: Describe your basic philosophy on discipline and give an example of how you've dealt with a misbehaving kid in the past that demonstrates how you put your philosophy into action. (For schools)

Q5: Why do you want to work at my school/org?

A5: Show off what you know about the school/org and why you think you'd be a good fit there.

A couple of interview tips:

- **DO**

- ✓ Make eye contact
- ✓ Smile
- ✓ Pause while giving answers to questions to allow the interviewer to interject or move on
- ✓ Use a firm handshake (when gender appropriate)
- ✓ Be grateful. Thank the interviewer for his/her time
- ✓ Be curious. Have a few sophisticated questions prepared about the employer or the position
- ✓ Listen carefully to the interviewer and ask follow up questions
- ✓ Inquire about suggested follow-up and timeline
- ✓ Get a business card from each employer you meet with

- **DON'T**

- Don't ask sensitive questions about salary, benefits, or the hours of the job
- Don't check your phone during an interview



WHAT IF MY CURRENT EMPLOYER IS AT THE FAIR?

The Blog Post below was originally posted by Rabbi Maccabee Avishur, Senior Director, Prizmah Services, when he served as the Director of Leadership and Placement at the YU School Partnership, on the YUSP website.

In this new blog series, we ask our in-house experts for advice on what to say during difficult conversations that often come up in schools. With a little over a month until the YU Jewish Job Fair, it's natural for job seekers to feel some trepidation at the prospect of seeing their current employers there. What message will it send if he/she sees me interviewing with another school? Should I tell them in advance or just avoid making eye contact with them when I'm there?

They aren't alone. School leaders might dread this conversation as well and feel unsure how to respond if the conversation does come up. Rabbi Maccabee Avishur, YUSP's Director of Leadership and Placement, shares some suggestions on what to say in each situation to stay on the same page, maintain good relations, and mitigate any awkwardness.

YOU ARE A TEACHER WHO IS PLANNING TO BE AT THE JEWISH JOB FAIR, BUT YOU'RE NOT NECESSARILY LOOKING FOR A DIFFERENT JOB; YOU'RE MORE INTERESTED IN NETWORKING. HOW DO YOU TELL YOUR EMPLOYER THAT THEY MIGHT SEE YOU THERE?

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I love working here and really appreciate the support you've provided and the opportunities you've given me for growth. I'd like to stay here for the long term, and I also know how important networking and connections are in the Jewish day school world. I wanted to let you know that I plan to attend the YU Jewish Job Fair to network, meet with school leaders from other schools, and make sure to be seen. I'm sure I'll see you there. Do you have any advice for how I can make the most of the networking opportunity? Do you know of anyone in particular whom I should be meeting? Do you think you could introduce me?

YOU ARE A TEACHER WHO IS LOOKING FOR A NEW JOB. HOW DO YOU TELL YOUR EMPLOYER THAT YOU WILL BE AT THE JEWISH JOB FAIR FOR THAT REASON?

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I've loved working here and really appreciate the support you've provided and the opportunities you've given me to grow. As I've mentioned, my goal is to become a head teacher next year and I know that may not be possible here. I plan to attend the YU Jewish Job Fair to meet with other schools that are looking for head teachers. Can you give me any advice on what I can share with interviewers? Would you be comfortable introducing me to your colleagues in other schools who may be looking for a head teacher?



YOU ARE A SCHOOL LEADER AND ONE OF YOUR TEACHERS JUST TOLD YOU THEY PLAN ON ATTENDING THE JEWISH JOB FAIR. WHAT IS THE BEST WAY TO RESPOND?

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First of all, thank you for telling me. I really value your transparency and honesty. Second, I just want to reiterate that we'd love to keep you here for the long term. Finally, we know how important it is to network and make yourself known in the education community. We fully support you attending the Job Fair (not that you need our permission). Make sure to stop by our table and say hello. If you'd like me to introduce you to any of my colleagues in other schools, please let me know.

Yeshiva University's Jewish Job Fair will be taking place on Tuesday evening, February 27, 2018 from 6-9 pm. For more information and to register, contact us at [jewishjobs@yu.edu](mailto: jewishjobs@yu.edu).

Much Hatzlacha!



Yeshiva University
AZRIELI GRADUATE SCHOOL OF JEWISH
EDUCATION AND ADMINISTRATION