



NIU Career Events Fall 2017

Career Fairs Prep Workshop

Tues / October 10 / 5:00pm-7:00pm
Holmes Student Center, Capitol Room


Internship & Job Fair

Wed / October 18: 10:00am-3:00pm
NIU Convocation Center
Huskie Bus Line: Route 2R or 2L
Free Admission/Parking

*There are more career-related events for the 2017-2018 academic year.
Visit our website, careerfairs.niu.edu, for details!

Steps to Internship and Job Fair Success

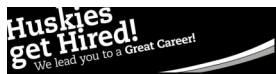
Before the Fair

- ❑ **Attend: Career Fairs Prep Workshop**—see date, time, and location above. Learn to navigate the fairs and create your elevator speech.
- ❑ **Download: Careers by Symplicity App**  and select NIU's Huskies Get Hired! as your school. Free through the App Store or Google Play.
- ❑ **Check out the list of employers: careerfairs.niu.edu** or through your Huskies Get Hired account.
- ❑ **Research the companies.** Show employers that you know what they are all about.
- ❑ **Prepare and practice your elevator speech.** What makes you a good match for an employer's needs? What makes you stand out from the crowd? Summarize this into a brief introduction for recruiters.

At the Fair

- ❑ **Arrive early.** Make your impression while employers are still fresh and all are in attendance.
- ❑ **What to Bring:** Several résumé copies, a calendar to track interview dates, a notepad for writing notes about employers you meet, and a folder for holding company information you are given.
- ❑ **Prioritize the employers you want to meet.** When you arrive, you will receive an employer guide. Use this guide and the *Careers by Symplicity App* to prioritize and map out employer table locations. Visit high priority employers only after you start feeling comfortable and confident in your approach. *Don't spend all your time standing in one long line.*
- ❑ **Be assertive, courteous, and confident** when you approach employers. Recruiters want to meet you. Remember to smile! Insert your elevator speech into the conversation.
- ❑ **Ask questions** about the position, the training, and the company. Do not ask about salary.
- ❑ **Request business cards** from recruiters. Send thank you emails when you get home.
- ❑ **Write a few notes** about key topics after you talk with recruiters.
- ❑ **Need help?** Find a Career Services staff member for on-the-spot coaching.

After the Fair



Search available jobs and internships @ careerservices.niu.edu.
Connect with employers on

Huskies Get Hired by uploading your résumé and updating your profile.

“Job Applications Boot Camp: How to Stand Out from the Crowd in the Digital Job Search”

A hands-on workshop to learn how to ensure you are successful when applying online! Contact Career Services for workshop dates.

Rock Your Interviews! Find interview resources @ interview.niu.edu. Get prepared—visit the Career Resource Center, M-F, 10:00 am to 3:00 pm, CLB 235, for assistance.

“LinkedIn—Beyond the Profile” A hands-on workshop designed for current LinkedIn users to learn ways to utilize the social media site to assist in their career development. Workshop is offered throughout the year. Contact Career Services for workshop dates!



Contact Us: Campus Life Building - Room 220 ⇔ careerservices.niu.edu ⇔ 815-753-1641