



**Career Fair Prep Workshop**  
 Tues / February 13 / 5:00pm-7:00pm  
 Holmes Student Center, Capitol Room


**Internship & Job Fair**  
 Tues / February 20 / 10:00am-3:00pm  
 NIU Convocation Center  
 Free Admission/Parking  
 Huskie Bus Line: Route 2R or 2L

**Education & Health Professions  
 Job Fair**  
 Mon / February 26 / 9:00am-12:00pm  
 NIU Convocation Center  
 Free Admission/Parking  
 Huskie Bus Line: Route 2R or 2L

Visit our website, [careerfairs.niu.edu](http://careerfairs.niu.edu),  
 for details on other career-related  
 workshops and events!

## *Steps to Internship and Job Fair Success*


### ***Before the Fair***

- Attend: Career Fair 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](http://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 **and** answers to potential interview questions employers may ask the day of the fair. 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. For help visit [interview.niu.edu](http://interview.niu.edu).
- Dress professionally** – suit or jacket and tie for men; pantsuit or jacket and skirt for women.

### ***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. Smile! Recruiters want to meet you. Insert your elevator speech into the conversation. ***Some employers may conduct short interviews at their table during the career fair.*** For help preparing answers visit [interview.niu.edu](http://interview.niu.edu).
- 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 at [careerservices.niu.edu](http://careerservices.niu.edu).

Connect with employers on Huskies Get Hired by uploading your résumé and updating your profile.

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

