

Career Fair & Internship Prep Workshop

Tues / February 14 / 5:00pm-7:00pm
Holmes Student Center, Sky Room

Internship Fair

February 21: 10:00am-3:00pm
NIU Convocation Center
Huskie Bus Line: Route 2R or 2L
Free Admission/Parking

Job Fair

February 22: 10:00am-3:00pm
NIU Convocation Center
Huskie Bus Line: Route 2R or 2L
Free Admission/Parking


Educators' Job Fair

February 27: 9:00am-12:30pm;
Interviews: 1:30pm-4:00pm
NIU Convocation Center
Huskie Bus Line: Route 2R or 2L
Free Admission/Parking—NIU Students/Alumni

There are more Career Services events this spring including Practice Interview Week and a Trending Careers Expo. Visit careerfairs.niu.edu for details!

Steps to Internship Fair and Job Fair Success

Before the Fair

- ❑ **Attend: Career Fair & Internship 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



careerservices.niu.edu

- See who's hiring today—Search available jobs and internships
- Connect with employers on Huskies Get Hired! by uploading your résumé and updating your profile.

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, and participate in 15-minute, walk-in practice interview sessions.
- Mock interviews conducted by employers are offered in September and January. Check Career Services' web site for details.

