



# NIU Career Services' Events Spring 2020

## Career Fair Prep Workshop

Tues / February 11 / 5:00pm-7:00pm  
 Holmes Student Center, Capitol Room

## Internship & Job Fair

Wed / February 19 / 10:00am-3:00pm  
 NIU Convocation Center  
 Free Admission/Parking  
 Huskie Bus Line: Route 2R or 2L


## Education Job Fair

Mon / February 24 / 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 Career 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. Prioritize the employers you want to meet.
- ❑ **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 jacket and pants/skirt in matching solid, dark color with neutral color dress shirt. Conservative tie. Dress shoes/closed-toe heels.

### 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 and apply for jobs and internships. Upload your resume and cover letter. Schedule on-

campus interviews. Publish your resume in the resume book so that employers can view your qualifications. Find career advice.

**Big Interview is here!** Improve your interview skills by using [Big Interview](#), an online program you can use to video-record practice interviews and get feedback. **Free** Big Interview accounts are available to all students and alumni. For help, drop-in services are available M-F, 10:00am to 3:00pm, in CLB 220. **Find additional interview resources @ [interview.niu.edu](http://interview.niu.edu).**

**Get prepared**—visit Career Services. Drop-in services for resume and interview assistance available M-F, 10:00am to 3:00pm, CLB 220.