

3

CAREER PREPARATION & JOB SEARCH FOR NIU STUDENT ATHLETES

EXPLORE YOUR FUTURE TODAY

**NORTHERN ILLINOIS
UNIVERSITY**

CAREER SERVICES

**DIVISION OF
STUDENT AFFAIRS**

**CAMPUS LIFE BUILDING
ROOM 220**

(815) 753-1641

**CAREERSERVICES
@NIU.EDU**

**WWW.NIU.EDU/
CAREERSERVICES**



CAREER SERVICES AT A GLANCE...

Services for Students and Alumni

- Individual career planning and counseling
- Internship and job search assistance
- Victor eRecruiting job search program
- On-campus interviews with over 150 employers
- Career, internship, and educators' fairs
- Résumé and cover letter consultation
- Practice interviews
- Credential services for education students and alumni
- Graduate and professional school application assistance

CAREER COUNSELING

- Address plans for career success
- Identify career interests and clarify goals
- Overcome obstacles to career development
- Take career tests to assist with academic decision making

SPECIALIZED CAREER WORKSHOPS

- Résumé Writing
- Interviewing
- Networking
- Job Searching
- Business Dining Etiquette
- Career Decision Making
- Careers for Specific Majors

CAREER RESOURCE CENTER

- Career literature, NIU Major WebLinks, SIGI³, WinWay computerized job interview program
- Major/degree-specific career guides, employer information, salary statistics
- Résumé walk-in hours, 12:00 - 4:00 pm, Tuesdays and Wednesdays
- Computer lab for internship/job search and résumé/cover letter preparation

Career Preparation & Job Search for NIU Student Athletes

Career preparation for student-athletes is no different than for non-athletes. Employers and graduate schools will judge you based on many criteria: your course of studies; grades; extra-curricular activities; work and volunteer experience; written and verbal communication skills; computer and foreign language skills; and evidence of leadership, initiative, and dedication.

But because of the time constraints placed on student athletes, and NCAA prohibitions against scholarship recipients working for pay, many student-athletes do not have as much work-related or community service experience as non-athletes. So on paper, many student-athletes do not look as qualified or “marketable” as non-athletes. But there are ways to “sell yourself” so that employers and graduate schools will know exactly what skills you have and what you have to offer.

Career Services can help you – whether you’re a freshman, sophomore, junior, or senior. We’ll help you plan a career, gain relevant work experience, market yourself, and get a job or pursue graduate studies.

***Develop a career plan, learn about jobs
with your major, create a resume, get a
summer job or internship, discuss
graduate school or the job search***



***Run (don't walk) to schedule with a career
counselor***

Call 815-753-1641

Career Services: We're Here To Help

Career Decision Making

- Career Services can help you **Select a Career**. Because of NCAA restrictions on changing majors, this may be especially hard for student athletes. You might feel pressured to make a decision that you are uncertain about. Career counselors can work with you to 1) clarify career interests, values and abilities, 2) explore interesting majors, and 3) identify the ideal career for you. This is accomplished through career testing and discussions with professional career counselors.

Internships & Summer Jobs

- Career Services counselors can help you obtain career-related experience as early as the summer of your freshman year. If you train or compete in sports over the summer, we may be able to help you find positions to accommodate your summer schedule. Career Services also sponsors Internship Fairs during the Fall and Spring semesters.

Career Preparation & Job Search Assistance

- Career Services can help you plan a successful job search strategy, including:
 - How and where to apply for jobs
 - Resume and cover letters
 - Interview and job fair preparation
 - Part-time jobs and volunteer opportunities
 - Graduate school selection and application



The Student-Athlete Resume

- ▶ Don't know what to include or where to start? Don't sweat - we'll help ◀
▶ View dozens of sample resumes at: www.niu.edu/careerservices/sampleresumes.html ◀

The purpose of a resume is to make an employer interested enough to want to learn more about you. It is a written summary of your personal history and qualifications for a particular job or type of employment.

Resume Sections

Identification: Include your name and both your temporary and permanent addresses and phone numbers. Indicate when you'll be at each address. Have a "professional" email address:

Good: ChrisSmith@hotmail.com **Bad:** SoccerNut@gmail.com **Worst:** LoveGoddess@yahoo.com

Career Objective: This should be a statement of the kind of employment you are seeking. Be specific enough so prospective employers can see that you are genuinely interested in satisfying their employment needs.

Excellent: A position as a Human Resource Assistant at Lutheran General Hospital
Good: A position in the field of Human Resource Management
Okay: A position that will utilize my communication, organizational, and leadership skills
Bad: A challenging professional growth opportunity with an industry leader that will allow me to leverage my talents and capitalize on my exemplary leadership and interpersonal communication skills
Worst: A job that will let me pay off my student loans and gambling debts

Education: Include degree(s) received, names of schools (including city and state), graduation month and year, and major and minor. List the most recently attended institution first. Include GPA if over 3.0/4.0. You may want to include courses that are particularly relevant to the position to which you are applying.

Experience: List job title, name of company/organization, city, and state of employer or organization, and dates of employment (use months and years). Start with a verb and write a brief description of your duties and responsibilities. Mention any significant accomplishments and skills that you obtained. Bulleted items are better than paragraphs.

Activities: Emphasize activities that will enhance your image in the employer's eye. This can include speaking to children's groups, coaching, invitations to speak at your high school, PAWS (Providing Athletes With Support) participation, community service, and church-related activities.

Honors/Awards: Optional

Computer Skills: List software you can use. Do not include: Email, Netscape, Instant Messaging, Internet.

Military Experience, Certificates or Licenses, Memberships, Affiliations and Clubs: Include if applicable.

Resume Guidelines

- Don't use resume templates – type your own resume on a blank Word document
- White or ivory 24 lb. paper, black ink. Set margins at about an inch all around
- Use only one font – Times New Roman, Arial, and Tahoma are good choices
- Use only one font size: 10, 10.5, 11, 11.5, or 12. Your name can be bold and 16, 18, or 20
- Try to confine your resume to one page. If you have extensive work experience, try to limit it to two pages.
- Strive for clear and concise descriptions, don't repeat the same verb over and over
- Avoid the first person "I" or "my"
- Do not include personal data on your resume (e.g., marital status, height, weight, gender, health status)
- Don't send out a resume without having a Career Services counselor look at it first

Help Me – I Have Nothing To Put On My Resume !!



Okay, okay – you’ve been so busy with athletics and classes that you just don’t have much to include on your resume. There are ways of dealing with this.

As a student-athlete who has devoted thousands of hours to your sport, you may want to include a **Summary of Qualifications** that explains the amount of time required to participate in Division I athletics, and reveals some of the “transferable” traits and skills that you will apply to a job upon graduation.

Examples:

- Hard working team player with excellent leadership and technical skills. I will apply the same degree of diligence and dedication to a career in Sales that has allowed me to maintain good grades while devoting an average of 25 hours per week training and playing for a Division I women’s volleyball team.
- Student-athlete who devoted an average of 30 hours per week to training, practices, meetings, travel, and game competition while completing a challenging Psychology degree.
- A student-athlete who has excelled in Division I athletics while completing a challenging Economics curriculum in four years. Demonstrated leadership; teamwork, motivational and time management skills that I intend to apply to a career in Management.
- Student-athlete who devoted approximately 25-30 hours per week to training, conditioning, studying playbooks, meetings, travel, and games while attending Northern Illinois University on a full-time basis.
- A student athlete who achieved academic success in a challenging Business Administration program while excelling in Division I athletics. Demonstrated leadership, teamwork, and time management skills that I intend to apply to my position as a Retail Management Trainee.

If you don’t have enough work, volunteer, community service, or leadership experience to fill the page:

- Set your margins at 1.3” and use the maximum size font (12).
- Consider putting the Categories (Objective, Education, Experience, etc.) in a narrow left hand column, with the remaining content on a wider right hand column.
- In the **Education** section, include **Relevant Courses** that relate to the job to which you are applying.
- In the **Experience** section, include any experience in **public speaking** to the media or before groups of children, at camps, schools, etc.
- Include any **coaching** or **training** you did at sports camps. Emphasize communication, organizational, and motivational skills.
- Did your team perform any **community service**? If so, include it.
- Can you use three or more computer software programs? If so, include them under “**Computer Skills.**”
- If a captain or co-captain, describe responsibilities that demonstrate leadership and responsibility.
- In the **Awards** or **Achievements** section, include athletic or athlete-scholar awards, team captaincies, Player of the Week/Month awards, Most Inspirational, Most Improved, All-Conference awards, etc.
- **High school** achievements should be excluded, unless (a) they are so impressive or relevant to the position that you feel compelled to include them, or (b) you are absolutely desperate to fill the page.

Action Words for Resumes



When employers read resumes they look for words that precisely describe the writers' accomplishments, because accomplishments predict potential. Avoid generalizations or overview statements. For example, "Assisted faculty with a wide variety of duties" is vague. "Researched labor law reports; graded papers for 50 junior level finance students; developed Visual Basic Software programs for classroom use" is specific. "Responsible for providing services for students with disabilities" is vague. "Recorded text books, coordinated campus orientations and tours, and acted as sight guide for visually impaired university students" is specific. Following is a sampling of action words.

achieved	collaborated	diagnosed	founded	maintained	purchased	simplified
acquired	collected	directed	furnished	managed	qualified	simulated
acted	combined	dispensed	furthered	manipulated	received	sold
adapted	communicated	displayed	gathered	marketed	recommended	solicited
addressed	compared	distributed	generated	measured	reconciled	solved
adjusted	compiled	drafted	guided	mediated	recorded	spearheaded
administered	completed	drew	handled	merged	recruited	specialized
advertised	composed	earned	headed	modeled	rectified	specified
advised	computed	edited	helped	moderated	redesigned	spoke
advocated	conceived	educated	hired	modified	reduced	standardized
aided	conceptualized	elicited	hosted	monitored	referred	stimulated
allocated	condensed	eliminated	identified	motivated	refined	streamlined
analyzed	conducted	emphasized	illustrated	negotiated	registered	strengthened
answered	conferred	enabled	implemented	observed	regulated	structured
applied	conserved	encouraged	improved	obtained	rehabilitated	studied
appointed	consolidated	enforced	incorporated	opened	reinforced	submitted
appraised	constructed	engineered	increased	operated	remodeled	succeeded
approached	consulted	enhanced	individualized	ordered	rendered	suggested
approved	contacted	enlarged	influenced	organized	reorganized	summarized
arbitrated	contracted	enlisted	informed	originated	repaired	supervised
arranged	contributed	ensured	initiated	outlined	replaced	supported
articulated	controlled	entered	inspected	overhauled	reported	surpassed
assembled	converted	entertained	installed	oversaw	represented	surveyed
assessed	conveyed	established	instilled	participated	researched	synthesized
assigned	convinced	estimated	instituted	performed	reserved	systematized
assisted	cooperated	evaluated	instructed	persuaded	resolved	taught
attained	coordinated	examined	insured	photographed	responded	terminated
audited	corrected	exceeded	integrated	planned	restored	tested
authored	corresponded	executed	interacted	prepared	retrieved	trained
authorized	counseled	exhibited	interpreted	prescribed	revamped	transformed
awarded	created	expanded	intervened	presented	reviewed	translated
balanced	critiqued	expedited	introduced	presided	revised	transmitted
began	customized	experienced	invented	prevented	revitalized	transported
briefed	debated	experimented	investigated	printed	routed	tutored
budgeted	debugged	explained	involved	prioritized	scanned	updated
built	decided	explored	joined	processed	scheduled	upgraded
calculated	decreased	extracted	judged	produced	screened	utilized
cared for	defined	facilitated	launched	programmed	searched	validated
cataloged	delegated	familiarized	lectured	projected	secured	verified
categorized	delivered	fashioned	led	promoted	selected	volunteered
chaired	demonstrated	filed	located	proposed	served	won
charted	designed	focused	logged	protected	set goals	wrote
clarified	detailed	forecasted	publicized	proved	set up	
classified	detected	formed		provided	settled	
closed	determined	formulated				
coached	developed					

To access all Career Services' handouts, visit: www.niu.edu/careerservices/handouts.html

Student-Athlete With No Paid Work Experience

Chris Smith

123 Elm St.
DeKalb, IL 60115
(815) 555-5555
ChrisSmith@yahoo.com

- OBJECTIVE** A challenging position in sales and customer service
- SUMMARY**
- Student-athlete who excelled in Division I athletics
 - Devoted an average of 30 hours per week to conditioning, practices, meetings, films, travel and game competitions
 - Demonstrated leadership, teamwork, and time management skills that I will apply to my business career
- EDUCATION**
- Bachelor of General Studies** May 2006
Northern Illinois University, DeKalb, IL
- Relevant Coursework**
- Fundamentals of Oral Communication Interpersonal Communications
Public Speaking Practical Writing
- EXPERIENCE**
- Team Captain, Women's Gymnastics**
Northern Illinois University, DeKalb, IL, Aug 2003 - May 2005
- Achieved 100% attendance at practices and games for three consecutive years
 - Oversaw the smooth operation of the women's gymnastics team
 - Met with coaching staff on an on-going basis to address issues regarding team cohesiveness; and adherence to team, NIU, and NCAA Guidelines
 - Scouted high school talent; provided tours of campus and athletic facilities to prospective student-athletes and their parents
 - Assisted coaches with teammates' stretching, conditioning, and nutrition guidance
 - Performed other duties assigned by Coaching Staff or Athletic Administrators
 - Learned and executed the policies and procedures governed by the NCAA
- SKILLS**
- Microsoft Word, Excel, PowerPoint. Type 45 wpm
 - Strong public speaker: Conducted numerous presentations to school groups and gymnastic clubs on the importance of education, conditioning, and competition
- ACTIVITIES**
- Participated in NIU's C.H.A.M.P.S Program for Student-Athletes
 - Attended meetings on such topics as sports betting, alcohol abuse, and career planning
 - Served as a positive role model to incoming athletes, offered suggestions and guidance regarding college life, and balancing academics and athletics

Student-Athlete With Considerable Work Experience

Chris Smith

123 Elm St.
DeKalb, IL 60115
(815) 555-5555
ChrisSmith@yahoo.com

- OBJECTIVE**
A position in the field of Sales or Marketing
- EDUCATION**
- Bachelor of Arts in Communication Studies** May 2006
Northern Illinois University, DeKalb, Illinois
Emphasis: **Organizational/Corporate Communication** GPA: 3.1/4.0
- PROFESSIONAL EXPERIENCE**
- Customer Service/Sales Representative**, AT&T Broadband, Schaumburg, IL, Summer 2005
- Handled customer inquiries concerning services and billing statements
 - Created work orders for new and existing accounts
 - Provided quality customer service for a high volume incoming call center
- Interviewer**, Public Opinion Laboratory, Northern Illinois University, DeKalb, IL, Summer 2004
- Compiled and entered responses on computerized database
 - Conducted phone surveys regarding public health concerns, medical visitations, and familiarity with local health services
- Marketing Research Associate**, Leo Burnett Co., Bloomingdale, IL, Summer 2003
- Conducted phone surveys for major corporations (McDonalds, Kraft Foods, Altoids)
 - Entered responses on proprietary computerized database
 - Gained first-hand knowledge of strategic market analysis to identify product growth
 - Learned procedures for initiating improvements in marketing targeting consumers
- ACTIVITIES**
- Social Chair**, Pi Beta Fraternity, Northern Illinois University, DeKalb, IL, Aug 2003 – Dec 2004
- Conducted social and recreational events with other student organizations
 - Arranged volunteer activities for 12 members at a local homeless shelter
- Activities and Events Chair**, PAWS (Providing Athletes With Support), DeKalb, IL, Sept 2004 - May 2005
- Created and organized events for NIU athletes: parades, fundraisers, social events
 - Scheduled two motivational speakers
- Volunteer**, Newman Catholic Center, DeKalb, IL, Aug 2003 - Present
- Serve food to homeless during the holidays
 - Assist with food and clothing drives
- ATHLETICS**
- Attended NIU on athletic scholarship, 4 year member of Women's Soccer Team
 - Elected Captain by teammates and coaches two years, 2002, 2003
 - Voted "Most Inspirational" Player by teammates, 2003
- COMPUTER SKILLS**
- MS Word, Works, PowerPoint, Excel, Access; Adobe Illustrator

Characteristics Employers Seek in Candidates

As you apply for jobs, you will find that many recruiters are more interested in your personal traits and accomplishments than in your major. On your resume, therefore, you want to describe activities (sports-related, jobs, internships, class projects, community service) that demonstrate the following skills and personal characteristics:

Communication skills that demonstrate solid verbal, written, and listening abilities. The capstone is presentation skills that include the ability to respond to questions and seriously critique presentation materials.

Computer/Technical aptitude based on the level required for the position being filled. Computer ability is now perceived as a core skill; right up there with reading, writing and mathematics. Basic skills expected include word processing (Word), a spreadsheet application (Access or Excel) and a presentation application (PowerPoint). Skills in web design (HTML, Front Page, Dream Weaver) or design programs (PageMaker, Illustrator, Printshop, Photoshop) are a plus.

Leadership involves the ability to take charge or relinquish control according to the needs of the organization. This is closely aligned with possessing **management** abilities.



Teamwork involves working cooperatively and collaboratively with different people while maintaining autonomous control over some projects. This is an especially appealing quality possessed by most student-athletes.

Interpersonal abilities that allow a person to relate to others, inspire others to participate, or mitigate conflict between co-workers.

Critical thinking and problem solving involves the ability to identify problems and their solutions by integrating information from a variety of sources and effectively weigh alternatives.

Additional personal traits. The shape of the above competencies are molded by a combination of personal traits. Specifically, candidates need to demonstrate intelligence and common sense; willingness to learn quickly and continuously; initiative and motivation; the ability to be flexible and adaptable in order to handle change and ambiguity; honesty and integrity; and the ability to plan and organize multiple tasks.

One quality that most student-athletes have in excess is a **strong work ethic**. You should convey in resumes, letters, and interviews, just how **hard working** you have been while playing on a team and attending college full-time.

The Cover Letter & Reference Page

- View **samples** at: www.niu.edu/careerservices/sampleresumes.html
- If the job you're applying for requires specific skills that you possess and applied as an athlete (e.g., time management, multi-tasking, leadership, competitiveness, self-discipline, teamwork), emphasize these qualities in the **cover letter**.
- Your cover letter is a writing sample, so it is vital that it be neat, well written, and free of typos.
- Use the same letterhead, font and paper as the resume (24 pound bond, white or ivory paper).
- Tailor the cover letter for the position to which you are applying. Research the company and position prior to writing the cover letter. Refer to aspects of the company and/or position to which you are best suited.
- Create a separate **reference list** using the same letterhead, font and paper as the resume and cover letter. Only give it to the recruiter when it is requested. Avoid "personal references" (friends, family). Include employers, professors, administrators, and coaches who can speak to your work ethic, responsibility, intelligence and maturity.

Don't know how to prepare for a job fair or interview?



Don't know what to say or do at a job fair or interview?

Want more information? Check out the "Interview" and "Job Fair" handouts at:

www.niu.edu/careerservices/handouts.html

How Do I Search for a Job?

The answer to this common question is very simple **IT DEPENDS!**

It depends on your career area. A job search for a nurse is very different than a public relations specialist. Or a police officer. Or a teacher. Journalists search for jobs differently than computer programmers. NIU offers Victor eRecruiting and Job Fairs. There are thousands of company and job search websites. Newspapers contain classified ads, professional associations have recruitment events, and "networking" is often the best approach.

You should talk to a Career Services career counselor about the best job search strategy for you

What to Wear at a Job Interview & Job Fair

First impressions are crucial in an interview situation. The clothes you wear, your hairstyle, everything that a recruiter knows about you before you say hello – all are part of that important first impression. If you haven't bought a suit yet and aren't sure what to look for, get a knowledgeable friend or salesperson to help you choose a good quality, multi-seasonal, **conservative business suit**. Avoid salespeople who encourage you to select from "the latest styles."

How many suits will you need for your interviews? Probably just one. Recruiters don't expect you to have a large wardrobe, just an appropriate one, so don't feel at a disadvantage if you have to wear the same suit to more than one interview with the same employer. You can vary the look of suit with a change of shirt or blouse (always spotless and wrinkle-free) and tie.

Hair - You don't have to choose an ultra-conservative style that just isn't you – but you do need to help the recruiter focus on you and what you're saying rather than your haircut. Your hairstyle needs to "travel" well. Before most interviews you'll be lucky if you have time to comb your hair much less attempt a major restoration. Women - lose those pretty hair bows; they just don't work with a suit. If you need a barrette for a pulled-back style, choose a simple design in metal or tortoise-shell.

Shoes - Shine your shoes. Men - wing tips or brogues (shoes with laces) are preferable to slip-ons. Women – go with plain or moderately adorned low-heeled pumps. No sling-backs or open toes.

Socks & Stockings - Gentlemen – always wear dark dress socks that cover your legs when you sit down. Ladies - a color that is very different from your own skin color is usually a mistake. Your legs should be “leg colored.” Do not try to match your stockings to your suit. White stockings aren’t quite as bad as white socks on the guys - they’re just a mistake



Accessories - Nothing that jingles, glitters, or otherwise attracts attention (e.g., pinky rings, ankle bracelets, and over-sized earrings). Should a man wear an earring? Perhaps. But if he does, he should know that some recruiters will feel that an earring may not fit the company image. And cover those tattoos. If you carry a portfolio, briefcase, or purse, it should look tidy and professional. If you have your book bag with you, leave it with the receptionist so you don’t have to lug it into your interview.

Fragrance - Many people are allergic to or bothered by strong scents. Hair styling potions are often heavily scented as well. Heavy fragrances may prompt your recruiter to cut your interview short.

Other Things To Think About - Makeup - simple, conservative, natural, professional. Fingernails – clean and tidy. Eyeglasses – clean. And attend to your personal hygiene –fresh breath, no body odor, and your clothes should not smell of cigarette smoke or spicy foods.

Considering a Career in Athletics or Sports Management?

Student-athletes are represented in all NIU majors and career fields. Some choose to pursue employment after getting their bachelor’s degree, while others elect to pursue graduate or professional school. But because so many student-athletes have extensive athletic experience and a love for sports, some pursue careers in athletics-related professions. In addition to teaching Physical Education (which requires a teaching certificate), examples include:

- **Sports Management** at the college, professional, or amateur level. This can include publicity, promotions, marketing, ticket sales, events coordination, sports statistics, and sports information.
- **Facilities Management** in natatoriums, tennis clubs, golf courses, country clubs, indoor sports facilities, skate rinks, arenas and stadiums, etc.
- **Sports Sales** as manufacturer’s representative, and in retail sales
- **Fitness Careers** in personal training, corporate fitness; weight training; aerobics and martial arts instruction; working at health clubs, YMCAs & YWCAs.
- **Recreation Careers**, including park districts, resorts & hotels, year-round summer camp administration.
- **Exercise Physiology and Athletic Training** at high schools, universities, professional teams, clinics, and hospitals.
- **Coaching** at the high school, college, or professional level; or in amateur clubs or leagues.
- **Additional Careers** including sports journalist, scout, agent, referee, and more.

Information on Sports-Related Careers

Visit the following **NIU Major WebLinks** pages:

- Sports Management: www.niu.edu/careerservices/weblinks/SportsOrg.htm
- Kinesiology: www.niu.edu/careerservices/weblinks/Kinesiology.htm

Examine **books** in the Career Resource Center (235 Campus Life Building):

- Opportunities in Sports & Fitness Careers
- Opportunities in Recreation & Leisure
- Opportunities in Sports Medicine
- How to Get a Job in Sports
- Developing a Lifelong Contract in the Sport Marketplace
- Careers for Sports Nuts & Other Athletic Types
- Career Opportunities in the Sports Industry
- Sports Journalism Careers
- 50 Coolest Jobs in Sports

Examine **The Sports Business Directory**. This 600-page directory includes sections on:

- Leagues & Associations
- Sports Teams & Sports Media
- Manufacturers & Distributors
- University Sports Management Degree Programs
- Sports Facilities & Facility Event Services
- Corporate Sponsors & Advertising Agencies
- Sports Marketing, Athletic & Event Planning

Sources For Finding Jobs



Networking: Professional & Personal Contacts

Identify and contact everyone you know – Managers you worked for. Coaches. Teachers. Neighbors. Religious leaders. Family members. Everybody. Get their email addresses, and email them your resume along with a note about the type of work you're interested in. Ask them to forward your resume to anyone they know who may be aware of interesting positions.

Victor eRecruiting & Career Services Campus Recruiting

Register with Victor eRecruiting, review jobs and employers who recruit at NIU, submit your resume and apply for positions of interest. Interested employers review your materials and schedule on-campus interviews in the Campus Life Building.

NIU Major WebLinks: www.niu.edu/careerservices/weblinks/index.html

Visit the major(s) of interest to you for occupational information and job search sites. The following sources can be accessed via the WebLinks:

Job Fairs

Prepare your resume, review the companies that are attending, meet with employers and submit your resume. Dates and locations are posted on the Career Services homepage. If you miss the NIU Job Fair, you can still visit the Career Services website, examine the positions of interest, and submit a cover letter and resume to the contact person listed. Links to Job Fairs conducted elsewhere in the U.S. are available in the NIU Major WebLinks.

Web Searches

Using such search engines as Google, Kartoo, and Metasearch, simply type in "Key Words" to locate job listings and regional job sites. For example: "Underwriting Jobs Chicago."

Newspapers

Respond to posted advertisements. NIU Major WebLinks contains links to U.S. newspapers - large and small.



Internet Job Search Sites

Post your resume and apply to on-line job listings. NIU Major WebLinks contains hundreds of popular "megasites" (e.g., Monster, Hot Jobs, Career Builder, Yahoo Careers) and specialized sites (e.g., Journalism Jobs, Jobs in Fashion, Hire Diversity, Social Service Jobs, Financial Jobs, Chicago Jobs).

Research and Apply to Employers of Interest

- Visit Company Web and Job Sites. Apply directly to companies of interest via company job websites, job hotlines, or through the mail to the company's Human Resource Department.
- Review company literature in the Career Services Resource Center and Founder's Library
- Examine Employer, Business and Professional Directories and Company Annual Reports
- Read newspapers, magazines, journal articles, business and trade periodicals
- For a list of corporate and professional directories available on-line and in Founder's Library, go to:

www.niu.edu/careerservices/handouts/FoundersDirectoriesRevised.pdf

Student Athlete Academic Support Services

Student Athlete Academic Support Services (SAASS) is the academic unit that serves the needs of the student athlete. The SAASS staff works collaboratively with other University offices to provide student athletes with the tools necessary for success. The SAASS staff maintains a strong working relationship with departmental academic advisers, professors, and the offices of Student Support Services to ensure that student athletes are aware of, and utilize, the staff and programs on the campus of Northern Illinois University. Student Athlete Academic Support Services, in conjunction with the CHAMPS/Lifeskills program, provides academic and life skills programs designed to enhance the student athlete's academic, athletic, and social experiences.

What Can SAASS Do For You?

SAASS provides a variety of academic services for student athletes. These services include:



Academic Counseling

The SAASS academic coordinators follow the recommendations of departmental academic advisers when working with student athletes to review their course schedules. The academic coordinator ensures that classes will not conflict with practice times and will meet NCAA eligibility requirements.

Early Access Registration

Each semester student athletes are allowed to register prior to the undergraduates at NIU in order to get into classes that will work with practice times and eligibility requirements.

Study Table

Study tables are required for all incoming freshmen and for student athletes who do not meet the requisite GPA to leave study tables (this varies by team). Student athletes are required to be in study tables six hours a week. During this time student athletes have access to computers and tutoring services. Study tables are open Monday through Friday and Sunday.

Laptop Loan

The SAASS office has laptops available for student athletes to check out. They are all Internet accessible and free to use.

Tutoring

Tutors are available through the SAASS office in limited subjects. The SAASS staff works closely with the ACCESS program to provide students with tutors in all areas. ACCESS also provides supplemental instruction in most general education courses.

LTRE 190

LTRE 190 is a course required for all freshmen student athletes. The course is designed to help ease the transition from high school to college. The primary focuses of the class are time management and study skills.

Absence Letters

The SAASS staff and team coaches provide letters to student athletes to distribute to their professors to notify them of any classes they may miss due to team travel.

Education Specialist

The SAASS office has a full time staff member who can help student athletes with academic challenges. The Education Specialist works with students with learning disabilities to ensure that they are utilizing services available on campus. The Education Specialist also works with student athletes on test taking strategies and study skills.



Campus Life Building • Room 220 • DeKalb, Illinois 60115
www.niu.edu/CareerServices • (815) 753-1641 • CareerServices@niu.edu

Quick Start Guide



Victor eRecruiting can help you build a career

- Access information about employers offering internships and co-op experiences; full-time, part-time, and temporary employment
- Contact employers directly or schedule interviews through the Campus Recruiting program
- Upload one or more versions of your resume and other job search documents
- Include your resume(s) in electronic resume books
- Research cities and industries, or obtain a profile of an occupation

Complete Your Profile

- Log into your eRecruiting account [Username = your z#, Password = birthdate (mmdd)]
- Select **View/Edit Profile Data** under the **Profile** tab on the navigation bar [first time users will be taken right to profile]
- Select the desired view: **Personal Info, Academic Info, Career Preferences, Continued Academics or Administration**
- Click the **Edit** link at the top of the section you wish to edit
- Update your profile information
- Click **Save**

Upload Your Documents

- Log into your eRecruiting account
- Select **Upload a Document** under the **Documents** tab on the navigation bar
- Choose the document type on the **Upload a Document** page and click **Next**
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Upload**
- Use a Word or RTF (Rich Text Format) file
- When status is ready, click document name to view

Publish a Resume to a Resume Book

- Log into your eRecruiting account
- Select **Publish a Resume** under the **Documents** tab on the navigation bar
- View the Resume Books in the **Additional Resume Books** section
- Choose your resume from the **Publish Resume** dropdown on the corresponding Resume Book entry
- Click **Save** at the bottom of the page

Search for Jobs and Internships/Co-ops

- Log into your eRecruiting account
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- It is recommended that you select one of the searches in the **More Searches** box based on the type of job you are searching . . . We **do not** recommend using the **BASIC** search either on your home page or in the **More Searches** box.
 - Example 1: If you are searching for an internship, select Co-op/Internship Job Search
 - Example 2: If you are looking for a teaching position, select Educator Job Search
- Keep search criteria simple by selecting 1 or 2 important criteria to define your search
- Click **Search**
- Click on the **Job Title** to view the details of the job

Search for Employers

- Log into your **eRecruiting** account
- Select **Employer Search** under the **Employers** tab on the navigation bar
- Locate the **Employer Search** section
- Search alphabetically by selecting the first letter of the employer name
- Search for a specific employer by typing the name of employer in the **Employer Name** field
- Search for an employer by industry by selecting one industry or multiple industries in the **Industry** field
- Click **Search**
- Click on the **Employer Name** to view the employer profile

Create a Saved Search

- Log into your **eRecruiting** account
- Select one of the searches listed
- Choose search criteria
- Click **Search**
- Choose the **Save Your Search** at the top of the list of jobs that is shown
- Name the search in the **Saved Search Name** field
- Choose the **Yes** option to receive e-mail notifications of job matches
- Select **Posted by my Career Center Only** or from **All Available Sources**
- Click **Save**
- When you receive e-mail notification of a job being entered into **eRecruiting** that meets your criteria, you should login to **eRecruiting**
- Select **Job/Internship Search** under the **Jobs & Internships** tab on the navigation bar
- Select the appropriate **Saved Search** located in the Saved Searches box on the search screen

Apply for a Job

- Log into your **eRecruiting** account
- Search for Jobs (See **Searching for Jobs** section on previous page)
- Select a **Job Title** from **Search Results** page to open the Job Details
- Locate **How to Apply** section at the bottom of the Job Details page*
- Click **Apply**
- Select a **Resume, Cover Letter** or **Other Document** that meets the requirements
- Click **Submit**

*Some employers request an application method other than through Victor eRecruiting. If so, follow the application directions.

Sign up for an Interview . . . Only for Campus Recruiting where employers interview on-campus

- Log into your **eRecruiting** account
- Select **Your Active Applications** under the **Applications** tab on the navigation bar
- The status of your active applications is displayed in the **Employer Decision** column
- Once an employer has **Accepted** your application and the interview sign-up date has arrived, you may sign up for an interview slot
- Click on **Details...**
- On the Application Details page, under **Employer Decision**, click on **Sign up for Interview**
- On the Interview Sign Up Page, find the schedule date you would like to sign up for and select the **Time** radio button associated with the time slot you desire
- Click **Save** and your slot will be reserved
- Confirm your interview by clicking "**Your Upcoming Events**" under the **Calendar** tab

Search for a Career Center or Employer Event

- Log into your **eRecruiting** account
- To browse all events, select **Career Center Calendar** under the **Calendar** tab on the navigation bar.
- To find events on a specific day, use the **Monthly Overview** and click on the desired numeric day link.
- To search for a specific event by event type or employer name, select **Calendar Search** under the **Calendar** tab on the navigation bar
- Search using the **By Event Type** drop down box to search for a specific type of event
- Search by **Employer Name** to search for events hosted by a specific employer
- From any calendar search results, click on the **Event Name** for more event details

VALUABLE CAREER RESOURCES

SIGI³

SIGI³ is a computerized career guidance and information system that integrates self-assessment with in-depth and up-to-date career information. **SIGI³** is easy to use and provides students and alumni with a realistic view of the best educational and career options for future success.

SIGI³ can help you:

- Clarify your work-related values
- Search and create a list of occupations based on values, interests, work skills, and your major field of study
- Obtain up-to-date information and printouts on hundreds of occupations
- Determine education and training requirements for each occupation

NIU MAJOR WEBLINKS

www.niu.edu/careerservices/WebLinks

NIU Major WebLinks provides extensive occupational and job search information. Designed for NIU students and alumni - the WebLinks contains thousands of links, including:

- Occupational and professional information
- General and specialty job sites
- Company and industry information
- Salary surveys
- Job Fairs: local and national
- Newspaper help-wanted sections
- Chicago area and Illinois business and job links
- Government jobs
- Job sites for diverse populations

CAREER RESOURCE CENTER

Campus Life Building, room 235

Monday through Friday from 8:00 am – 4:30 pm.

Do you need career decision making assistance or career information? Don't know where to start? Visit the Career Resource Center (CRC) and a helpful staff member will provide a tour, show you printed and computerized resources, and (if desired) schedule you for an appointment with a career counselor.

The CRC offers:

- Career staff who will critique your résumés and cover letters, answer your questions, and point you in the right direction
- Literature describing NIU academic majors, job descriptions, graduate school programs, and more
- Computers for use in researching careers and jobs, and writing résumés and cover letters

WINWAY INTERVIEW PROGRAM

Available for independent use in the Career Resource Center, the **WinWay Interview Program** provides answers to the most commonly asked interview questions. You'll learn how to answer questions regarding your experience, self-evaluation, education, and knowledge of company. You can view hints about hundreds of questions and then watch and hear the sample answers.

4-YEAR PLAN FOR NIU STUDENTS

FRESHMAN YEAR

- Meet with your departmental academic advisor for course selection.
- Enroll in UNIV 101 (University Experience) or CAHC 211 (Career Planning). These classes focus on college adjustment and career decision making.
- Visit the Career Resource Center to read about occupations of interest.
- See NIU Major WebLinks for information that may help you make important academic decisions.
- Unsure about your major or career goal? Schedule a career counseling appointment at Career Services.
- Talk to classmates, academic advisors, professors, and family members about careers and majors.
- Getting excellent grades? Join the NIU Honors Program (Campus Life Building, room 110, 753-0694).
- Visit Career Services for part-time or temporary jobs.
- View www.hr.niu.edu/employment to see on-campus job postings.
- Visit the Study Abroad Office (Williston Hall, room 417, 753-0304) to explore opportunities to study in other countries.

SOPHOMORE YEAR

- Review the preceding options.
- Explore internship and co-op opportunities on Victor eRecruiting.
- Attend the Internship Fairs.
- Visit the Student Association Office (Campus Life Building, room 180) to join one or more of NIU's 200+ student organizations.
- With your academic advisor's help, select an appropriate major and perhaps a minor.
- Continue coursework and activities that will develop computer, leadership, and communication skills.

JUNIOR YEAR

- Review the preceding options.
- Get involved in student or volunteer organizations: Join committees, run for office, and assume leadership roles.
- Obtain career-related experience through internships or part-time jobs.
- Surf the Internet and NIU Major WebLinks for information about careers, organizations, and companies of interest to you.
- Considering graduate school? Meet with your academic advisor or a Career Services career counselor.
- Consider taking CAHC 211 (Career Planning), designed to prepare juniors and seniors for their job search.
- Continue to use Career Services' Victor eRecruiting job search program.

SENIOR YEAR

- Early in your senior year, schedule a career counseling appointment to review job search strategies.
- Attend Career Services workshops on résumé writing, interviewing and job search strategies, or schedule an appointment with a Career Services career counselor.
- Review the job search information available on the Career Services home page.
- Explore NIU Major WebLinks to research employers and find job posting links.
- Fine tune your communication, leadership, and computer skills via paid work experience, volunteerism, internships, and active involvement in student and community organizations.
- Watch your e-mail messages for job opportunities or career-related announcements from Career Services.
- Participate in Campus Recruiting.
- Attend job fairs.

