



Campus Life Building · Room 220 · DeKalb, Illinois 60115
 Website: www.niu.edu/CareerServices
 Phone: (815)753-1641
 E-Mail: CareerServices@niu.edu

Three Pronged Approach to Career Searching

Career's Learning Curve

- Making Career Choices
 - Learning about yourself
 - Exploring career options
 - Overcoming obstacles

- Successful Research
 - Finding the right fit
 - Employer's culture
 - Proper hiring procedures
 - Bypassing built-in barriers

- Building Networks
 - Contacting friends
 - Contacting relatives
 - Student organizations
 - Professional organizations
 - Unknown others

- Writing Persuasive Materials
 - Cover letters
 - Resumes
 - Getting recommendation letters
 - Telling your story
 - Meeting employer expectation
 - Applying persuasion principles
 - Applying design principles

- Effective Interviewing
 - On the telephone
 - By a group of people
 - By a single person
 - Behavioral interviews
 - Demonstration interviews
 - Second interviews
 - Interviewing while eating
 - Using non-verbal cues

- Employer follow-up
 - Thank you letters
 - Accepting an offer
 - Stalling an employer

Selecting a Strategy

- Candidate Initiated Strategy
 - Strong personal motivation is essential
 - Needs excellent communication skills
 - Requires a lot of self-confidence

- Employer Initiated Strategy
 - Major WebLinks
 - Extensive on-line links to postings
 - And other beneficial information relating to your major

- Postings in Victor eRecruiting
 - A database where internships and jobs are listed. Students publish resumes and other materials that employers review

- On-campus Interviews
 - Employers come to DeKalb to interview qualified candidates. On-campus interviews are usually scheduled through one of the fairs or Victor eRecruiting

- Internship/Job Fairs
 - Several employers gather at the Convocation Center for a day to meet and talk with students about internship/job opportunities

Building a Reputation

Building a reputation puts others at ease that you...

1. Are physically, mentally, and/or emotionally able to do the job.
 2. Are willing to do the job.
 3. Fit with the culture of the organization.
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- C.S. Sponsored Recognitions
 - University recognition
 - Student of the year/month recognition

 - Academic Awards
 - See your academic department for opportunities

 - University Awards
 - See the Division of Student Affairs – Student Involvement and Leadership Development Department for opportunities

 - Non-university Recognitions
 - Review the internet- Keywords: scholarships, grants, awards, student leadership, honors, recognitions