



Campus Life Building • Room 220 • DeKalb, Illinois 60115  
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## *Sources For Finding Jobs*

### **Networking: Professional & Personal Contacts**

Identify and contact everyone you know, and everyone for whom you have worked. Gather information about their work, and inquire about referrals or job opportunities

### **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.

### **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.”

### **NIU Major WebLinks [www.niu.edu/careerservices/weblinks/index.html](http://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 posted on 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.

#### **Newspapers**

Respond to posted advertisements. NIU Major Weblinks contains links to hundreds of U.S. newspapers.

#### **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, Careerbuilder, Yahoo Careers) and “niche sites” (e.g., Journalism Jobs, Jobs in Fashion, Women For Hire, Social Service Jobs, Dice, etc.)

#### **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 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/handout/FoundersDirectoriesRevised.pdf](http://www.niu.edu/careerservices/handout/FoundersDirectoriesRevised.pdf)

#### **Professional Associations, Professional Journals & Newsletters, Vacancy Bulletins**

- NIU Major Weblinks contains links to thousands of professional associations

#### **Employment Agencies, Search Firms & Public Employment Services**

- Illinois Employment & Training Centers and private firms that charge no fees. NIU Major WebLinks contains a list of executive search firms and temporary employment agencies.

#### **NIU Academic Departments**

Check bulletin board postings and departmental websites. Talk to faculty about contacts and networking opportunities. Contact departmental alumni networks, attend alumni panels and presentations