



Northern Illinois University
Learning Today, Leading Tomorrow

CAREER SERVICES

Campus Life Building · Room 220
www.jobfairs.niu.edu
(815) 753-1641

NIU Career Fairs Spring 2012

Internship Fair

February 21, 10am-3pm
NIU Convocation Center
Shuttle Bus: HSC (Normal Rd. Entrance)

Job Fair

February 22, 10am-3pm
NIU Convocation Center
Shuttle Bus: HSC (Normal Rd. Entrance)

Educators' Job Fair

February 27, Fair: 9am-12pm
Pre-Scheduled Interviews: 1pm-3pm
NIU Convocation Center

Retail Leadership Expo

March 29, 5pm-8pm
NIU Holmes Student Center
Duke Ellington Ballroom

Prep for Success

Before the Fair

- **Check out the list of employers:** www.jobfairs.niu.edu
- **Research the companies.** Show employers that you know what they are all about.
- **Prepare 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.
- **Practice your elevator speech and handshake** with friends and family members.

YOU'RE INVITED —

Career Fair Preparation Workshop

February 13, 4:30pm-6:00pm
Campus Life Building, Rm. 100

ABCs of Getting an Internship

February 16, 5:00pm-7:00pm
Holmes Student Center, Capitol Room

At the Fair

- **Arrive early.** Make your impression while employers are still fresh and all are in attendance.
- **Bring plenty of résumés.** Your résumé will serve as your entrance to the fair. Many employers will also request a copy from you. Bring a calendar to keep track of interview dates.
- **Prioritize the employers to contact.** Use the employer guide you receive at the registration desk to 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 e-mails when you get home.
- **Write a few notes** about key topics after you talk with recruiters.

Get Noticed! (After the Fair)

Huskies- Get Hired!

www.gethired.niu.edu

- Search available jobs + Upload your résumé + See who's hiring today.



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Practice (Mock) Interviews 24-7

www.perfectinterview.com/niu

- Record and review responses to typical interview questions.
- Don't have a webcam? Use ours! Schedule a Perfect Interview session: 815-753-1641.