CAREER EVENT CALENDAR

**SEPTEMBER/OCTOBER 2014**

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**Practice Interview Week**
September 22—25
8:30—4:30
Campus Life Building Room 260

**Graduate & Professional School Fair**
September 30
10:00—2:00
Holmes Student Center
Duke Ellington Ballroom

**Career Fair Preparation Workshop**
October 14
4:30—6:00
Campus Life Building, Room 100

**ABCs of Getting an Internship Workshop**
October 15
4:30—6:00
Holmes Student Center
Capitol Room

**Internship Fair**
October 21
10:00—3:00
Convocation Center

**Full–Time Job Fair**
October 22
10:00—3:00
Convocation Center
Mock Interview Practice Week

Regardless of whether students are going on to graduate school or to professional employment, they benefit greatly from a practice interview and will gain skills to prepare for future interviews. Students who do not participate in mock interviews are typically not as competitive or as well-prepared as other candidates.

Northern Illinois University juniors are expected to participate in a mock interview as part of the preparation for their career success. The interviews will be conducted by professional corporate recruiters and Career Services staff in the Campus Recruitment Suite, Campus Life Building (CLB), Suite 260, during the week of September 22–25. Career Services is requesting that faculty members encourage students to sign up for a mock interview. Students have received an email with an online link to sign up for a convenient time. Feedback on areas for improvement and strengths will be provided at the end of the interview.

Interviews will be 30 minutes in length, beginning at 8:30 AM and ending at 4:30 PM. They will be scheduled on a first-come, first-served basis. For the interviews, students will need to bring a résumé and dress professionally. Students can use the Résumé Builder function in Huskies Get Hired and visit the Career Resource Center (CRC) to have their résumés reviewed.

**Practice Interview Week Schedule:**
- **Monday, September 22 & Tuesday, September 23:** Students in Liberal Arts & Sciences AND Business
- **Wednesday, September 24 & Thursday, September 25:** Students in Visual & Performing Arts, Health & Human Sciences, Education, AND Engineering & Engineering Technology

**Location:** Campus Life Building (CLB), Campus Recruiting Suite, Room 260

**Time:** Interviews will be 30 minutes long, beginning at 8:30 AM and ending at 4:30 PM

**Required:** Professional Dress and Résumé

**Student Practice Interview Sign Up:** [http://www.niu.edu/careerservices/practice_interviews/](http://www.niu.edu/careerservices/practice_interviews/)

Seniors are welcome to participate in mock interviews if they feel they need more practice or if they have not participated in a mock interview prior to their senior year.

Coming Soon...

As a centralized office serving students, faculty, and staff from all colleges, departments, and majors, it can be hard to summarize all of Career Services’ operations. To better explain how Career Services functions, department leadership team members undertook the process of writing service delivery plans to explain key office functions in the areas of career counseling, employer relations, technology, career resources, and university partnerships.

Keep an eye out for these plans to be posted on the Career Services website soon. We’re excited to unveil our new service delivery plans to communicate how our department is continually working to serve all of our valued stakeholders.

Successful networking at a career fair!

Please remind students to report their internships or jobs to Career Services.

Reporting can be done online at:
[www.niu.edu/careerservices/forms/reporting](http://www.niu.edu/careerservices/forms/reporting)
Student career success is more important today than ever. The job market is competitive; employers are seeking candidates who have the academic background and skills to meet their hiring needs. How are employers identifying talent? Through previous internship experience! We know that internships benefit students in their future employment, skill development, and networking. Fifty-one percent of employers are looking for internship experiences on candidate résumés, and “eighty one percent of employers have found that new hires with relevant internship experience are better prepared than those without internships” (Lebel, 2014). The question is – how do we ensure that NIU Huskies are ready, marketable, and qualified for the world of work?

Who’s the Perfect Candidate?

Employers are looking for candidates to possess certain attributes. The top three attributes employers seek on a candidate’s résumé include written communication skills, leadership, and analytical skills.

The figure below shows the percentages of employers (in response to a 2014 NACE Job Outlook survey) who are seeking the following attributes on candidates’ résumés.


Career Services is actively responding to how employers are recruiting today in order to prepare NIU Huskies for the future. Employers are recruiting the Class of 2014 through technology, social networks, and face-to-face time, and data show a rise in career fair attendance (NACE, 2014). Accordingly, Career Services has developed a new series of Internship and Career Success Preparation Workshops. These workshops are interactive; participants formulate a plan for career success.

Workshop titles and descriptions:

It’s Your Choice: Which Career?
Choosing a career takes a lot of consideration. Students will be introduced to the Career Planning Cycle and a Career Scavenger Hunt to explore major and career choices.

Know Your Skills
Do your students have the skills employers are seeking? Students will learn what skills employers have identified as important in today’s workforce and how to use campus activities to develop those skills.

Résumé Development & Internship Search
Students will learn to tell their stories and communicate skills to potential employers. Students will use Résumé Builder to develop a résumé that stands out in the current job market and will also learn internship search strategies.

Networking 101
Networking opens the doors of opportunity. Students will learn how to leverage social media to make valuable connections with employers and alumni. Students might be surprised to find out how they network naturally every day.

Interview Preparation
In this fun and interactive session, students will learn what not to do during an interview. They will learn about the different types and platforms of interviewing, how to analyze a job description, practice the STAR approach to interviewing, and write and practice a 30-second introduction speech.

Success During the Internship
After the internship offer, what’s next? Students will learn how to prepare for an internship (and what to do once it is over!) by establishing a professional impression.

For more information, or to schedule an in-class session for one or all of these topics, contact: Jocelyn Santana, Program Manager and Internship Trainer, at 815-753-7238 or jsantana@niu.edu. Students and faculty are invited to visit www.careerworkshops.niu.edu for a full program schedule.
College to Career Transition Course Planned

Do you know students who are mostly on track with internship and job search planning, but need to learn about and prepare for the workplace expectations, role changes, and lifestyle transitions that they will soon be facing as newly-graduated Huskies? To meet this need, Career Services is pleased to announce that in cooperation with the Department of Counseling, Adult, and Higher Education, a new College to Career Transition course is planned for NIU juniors and seniors in Spring 2015. Pending final confirmation, this elective course is slated to meet one evening per week in a face-to-face instruction format and will be open to students in any major.

The two-credit class is designed to educate undergraduates about the college to career transition and assist them in developing the knowledge base and strategies needed to be successful personally and professionally during this time of change. Course objectives will include:

- Specific career planning needs for the beginning stages of professional life
- Assessment and development of individual competencies for the contemporary workplace
- Understanding the student-to-alumnus/alumna transition and implications for future institutional involvement
- Life planning needs, including personal financial management and social, emotional, and physical wellness

Students will be required to obtain permits to register for the new class. Due to the course’s emphasis upon professional competencies, it is recommended that seniors have completed an internship (or other appropriate form of experiential education) prior to the start of the course. It is recommended that juniors taking the course should have completed or be actively pursuing internships or another form of experiential education. To receive more information about the class, please contact the course coordinator, Joyce Keller, Associate Director for Student Development & Campus Partnerships at Career Services, at jkeller@niu.edu.

Intervention for Student Career Success

Problem: How can faculty and staff track students’ academic and career development in an integrated way that will ultimately yield data about the resources our students have most frequently pursued while in college? Solution: The Student Engagement Plan, a progressive checklist of recommended academic and career development activities that acts as a consistent data-gathering tool across participating offices and programs.

Currently used by departments within the Division of Student Affairs & Enrollment Management and through collaborations between Career Services and academic areas, the Student Engagement Plan is a quick method for connecting further with students about their progress with study skills, leadership competencies, career exploration, and job search activities. Designed as a grid of action steps, the goal of the document is to impact retention at NIU and provide developmentally appropriate activities that end at graduation.

Interested in learning more about collaborating with Career Services to use this convenient tool to capture students’ engagement levels? Visit http://niu.edu/careerservices/audience/faculty and fill out a “Collaboration Request” form. We’re always excited to work with new partner offices on this project.

NIU Career Services

CAREER COUNSELING
Campus Life Building, Room 220
- Career counseling and career assessment
- Internship and job search guidance
- Staff members available to present workshops

CAREER RESOURCE CENTER
Campus Life Building, Room 235
- Individual résumé reviews
- Expert assistance with Huskies Get Hired, NIU’s internship and job posting database
- Computer lab for career exploration and job searching

CAMPUS & EMPLOYER RELATIONS
Campus Life Building, Room 260
- Job and internship fairs
- On-campus interviewing
- Part-time, full-time, and temporary off-campus employment opportunities

FACULTY ACADEMIC LIAISON INFORMATION
- Collaboration
- Classroom presentations
- Workshops

815-753-1641
careerservices@niu.edu
www.niu.edu/careerservices

Division of Student Affairs & Enrollment Management