Steps to Career Fair Success

Before the Fair

- Attend a workshop: **Career Fair Preparation Workshop** and **ABCs of Getting an Internship**—see dates, times, and locations above. Learn to navigate the fairs and create your elevator speech.
- Check out the list of employers: [careerfairs.niu.edu](http://careerfairs.niu.edu)
- Research the companies. Show employers that you know what they are all about.
- Prepare and practice 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.
- Dress professionally – suit or jacket and tie for men; pantsuit or jacket and skirt for women.

At the Fair

- Arrive early. Make your impression while employers are still fresh and all are in attendance.
- Bring plenty of résumés. Many employers will request a copy from you. Bring a calendar to keep track of interview dates.
- Prioritize the employers to meet. When you arrive, you will receive an employer guide. Use this guide 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 emails when you get home.
- Write a few notes about key topics after you talk with recruiters.
- Need help? Find a Career Services staff member for on-the-spot coaching.

After the Fair

- **Get hired!** [gethired.niu.edu](http://gethired.niu.edu)
  - See who’s hiring today—Search available jobs
  - Connect with employers on Huskies Get Hired! and LinkedIn by uploading your résumé and updating your profile.

Rock Your Interviews!

- Find interview resources @ interview.niu.edu.
- Get prepared—visit the Career Resource Center, M-F, 10:00 am to 3:00 pm, CLB 235, and participate in 15-minute, walk-in practice interview sessions.
- Mock interviews conducted by employers are offered in September and January. Check Career Services’ web site for details.