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.

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

To access all Career Services’ handouts, visit: www.niu.edu/careerservices/handouts.shtml #D26 04-12