

Instructions: NIU Candidate Information: Educators' Job Fair, Feb. 27, 2017

The NIU Educators' Fair is the best opportunity all year for you to meet face-to-face with education recruiters! Please follow all steps below carefully.

1. RSVP in Huskies-Get Hired! for the NIU Educators' Fair.
 - Your RSVP streamlines admission to the fair and allows us to plan a more organized event for you.
 - NIU Candidates may attend the fair even if you do not RSVP.
 - [Log in to Huskies Get Hired!](#) using your ZID and MyNIU password.
 - After you log-in to Huskies Get Hired!, in the right-hand column under Attend Events, click **Spring 2017 Educator Job Fair**.
 - Click the gray RSVP button
 - Even though the message says your resume will be shared with registered employers, it will not at this point.
 - Click Submit to finalize your RSVP.
2. Select your area(s) of Teacher Licensure AND Upload your Résumé in Huskies Get Hired!
 - Your uploaded resume can be used in applying for jobs through Huskies Get Hired! and is searchable by employers attending the Educators' Job Fair.
 - [Login to Huskies Get Hired!](#) In the left-hand navigation, click My Account, select Academic.
 - **IMPORTANT! ADD the appropriate Major(s) for your PEL.**
 - There is a list on the Majors list just for Professional Educators Licensure (PELs).
 - All endorsements are listed alphabetically on the Majors list. They are not listed by college.
 - Your major/endorsement area(s) will correspond closely in name with the endorsement areas established by ISBE.
 - Sometimes you will be selecting more than one category from the Professional Educator Licensure (PEL) list. This is because in some cases (such as Elementary Education), you will have both a grade level endorsement and a subject/content area endorsement. Example: Elementary Education, Language Arts, Social Science, Science
 - Be sure to select ALL categories that match your PEL endorsements. Some majors/endorsement areas are followed by (G) only. This indicates that this is an area that is only a graduate (master's degree or beyond) program. Your endorsement areas will be easily recognizable by school administrators searching for candidates.

- Select Save Changes.
 - **Upload Your Résumé** - Select Documents in left-hand navigation.
 - Select Add New
 - Give the document a Label and select the document type
 - Choose file to be attached and click Submit
 - The document will now appear under the Documents and can be used in applications and is searchable by employers
3. View list of schools & employers that will be attending.
- [Login to Huskies Get Hired!](#) and click Events>Career Fairs>click Spring 2017 Educator Job Fair
 - Choose your Top 10 employers and notify them that you are interested in working for them and will be at the NIU Educators' Fair.
4. Tips and Strategies
- Arrive early. The Convocation Center opens at 8:00 a.m. for NIU candidates.
 - Those who arrive in the building first receive priority entrance to the arena at 9:00 a.m.
 - Speak to as many employers as possible before non-NIU candidates are admitted at 10:00 a.m.
 - Dress professionally; your suit doesn't have to be black, but it MUST be professional. Wear comfortable shoes.
 - Research districts you want to meet before the fair. You may be asked what you know about the district.
 - Greet recruiters with a smile and a firm handshake. Maintain good eye contact.
 - Have 3 interesting, concrete, specific points to bring up with each interviewer you meet. They could be special units or projects that you created or other unique accomplishments that will help the interviewer to remember you.
 - Be Specific – in your examples, Conversational – warm and genuine, Unique – tell them how you stand apart, Enthusiastic – show you are interested and excited to work for them, demonstrate confidence – but not arrogance.
 - Ask for business cards or record names of recruiters you meet. Then write thank-you notes to them afterward. This can help to set you apart favorably from other candidates. Don't forget to thank the recruiter when you finish talking with him/her. Be sure to follow the recruiter's instructions for how you should follow up with the district.
 - Food and drinks are NOT available, please plan accordingly. Remember to turn off your cell phone and do not chew gum.