
NORTHERN IRELAND

Graduate Recruitment Fair

Supported by **Deloitte.**

Tuesday 13 June 2017

11am – 3pm

Whitla & South Dining Halls, Queen's University Belfast

Student Guide

www.nigradfair.org





Northern Ireland Graduate Recruitment Fair

The Northern Ireland Graduate Recruitment Fair has been organised by Careers, Employability and Skills at Queen's University Belfast and Employability and Marketing at Ulster University in association with nijobfinder.co.uk and supported by Deloitte.

It will provide final year students and recent graduates with immediate access to a wide range of graduate jobs and training opportunities.

TOP TIPS FOR MAKING THE MOST OF THE FAIR

- **Check the list of participants**

Details are available on the Northern Ireland Graduate Recruitment Fair website: www.nigradfair.org

- **Stand out from the crowd**

To make good connections and the right impression, you need to 'sell' yourself. Think how you will introduce yourself to employers. What are your top 3 Unique Selling Points (USP)?

- **Look professional**

Dress smartly as for a formal interview.

- **Be prepared**

A CV is the equivalent of your marketing brochure so bring some copies with you so that you can leave them with employers who interest you. It helps to know what questions you want to ask. Write them down and take them with you as an aide memoir. Make sure you have brought a pen so you can make notes.

• Research

Find out as much as you can about the organisations attending before you approach them.

Check their websites – these will be listed on www.nigradfair.org. Show that you have taken the time to do this research when you approach the stands.

• Target

Plan to arrive early before the Fair becomes busy. Decide which stands you want to visit and make these your priority, but don't neglect the others as they may have opportunities that could interest you too.

• Engage

Ask open-ended questions about the areas in which they are recruiting. Questions that begin 'what, why, when, where, who and how' actively encourage people to engage in conversation and provide information.

• Match

Treat this contact as a mini interview. What is it about this company that attracts you? Show how your attributes and experience match up to their wish list for candidates. Always back up your claims with evidence of your talents and achievements.

• Explore what comes next

If you are interested in what's on offer ask about the next stage of the selection process and how to apply. Be positive and proactive, don't leave without knowing what comes next.

• Take it seriously

The Fair can be the first step to a job. Do your homework and come determined to find out all you can and make a positive impression.

WHEN YOU ARRIVE

- You must register on arrival at the Reception Desk at the main entrance of the Whitla Hall.

- You will be given the official programme and a floor plan for the Fair

- Please read the programme carefully to locate employers you are interested in.

- Decide which organisations you would like to speak to and approach their stand.

HELP AND ADVICE

- Career consultations will be available on the day. Make use of this opportunity to enhance your CV.

- Careers staff will be available to offer advice and guidance to help you get the most from the day.

- Students with a disability
If you require assistance to attend the Fair please contact Elaine at Queen's Careers, Employability and Skills, 028 9097 3950 or e.mcmahon@qub.ac.uk, at least one week prior to the event to ensure we can facilitate your request.



Summer Graduate Workshops 2017

When exams are over, focus on the Fair.

BOOK NOW for a Graduate Workshop to support all your applications to graduate employment or training.

In association with the Northern Ireland Graduate Recruitment Fair, Careers, Employability and Skills at Queen's University Belfast and Employability and Marketing at Ulster University are offering a series of Graduate Workshops to support the Fair in June.

The emphasis will be on using appropriate resources and activities to help you maximise your potential in the present economic climate and in an increasingly competitive graduate job market.

Each workshop will include topics such as improve your CV, strengthen your application and enhance your interview performance.

For full details about workshops and to register please go to www.nigradfair.org > Graduate Workshops

Numbers are limited so reserve your place NOW.