NORTHERN IRELAND
GRADUATE RECRUITMENT FAIR

Student Guide

Tuesday 28 May 2019
11am – 3pm
Whitla & South Dining Halls
Queen’s University Belfast

For more information visit
www.nigradfair.org
The Northern Ireland Graduate Recruitment Fair has been organised by Careers, Employability and Skills at Queen’s University Belfast and Employability and Careers at Ulster University in association with njobfinder and sponsored by EY(UK).

It will provide final year students and recent graduates with access to employers and training organisations offering immediate graduate opportunities.

TOP TIPS FOR MAKING THE MOST OF THE FAIR

Before the Fair

- Check the list of exhibitors
  Details are available on the Northern Ireland Graduate Recruitment Fair website: www.nigradfair.org. Research the organisations and what they offer. Be prepared to showcase this when speaking to exhibitors at the Fair.

- 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 so that you can impress in a short time frame.

- Be prepared
  A CV is the equivalent of your marketing brochure. Bring some copies with you so that you can impress 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.

On the day

- Target
  Plan to arrive early before the Fair becomes busy. Decide which employers 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.

- Look professional
  Dress smartly as for a formal interview.

- 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 is 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. Thank the employer for their time.

- 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 main Foyer entrance of the Whitla Hall.

You will be given a floor plan for the Fair, please read carefully to see the full range of exhibitors in attendance.

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

Please be aware that the Whitla Hall and adjacent South Dining Hall will both be in use.

HELP AND ADVICE

Careers staff will be available just inside the main Whitla Hall to offer advice and guidance to help you get the most from the day.

There will also be a CV Clinic running throughout the day. Make use of this opportunity to enhance your CV.

Students with a disability requiring assistance to attend the Fair should contact Careers, Employability and Skills, 028 9097 3950 or email careersfairs@qub.ac.uk. Please do so at least one week prior to the event to ensure we can facilitate your request.
Exams are over, focus on your career.

BOOK NOW

Careers, Employability and Skills at Queen’s University Belfast and Employability and Careers at Ulster University are offering a series of activities to support your applications to graduate employment.

The emphasis will be on using appropriate resources and activities to help you maximise your potential in a competitive graduate job market.

These activities will include topics such as: improve your CV, strengthen your applications and enhance your interview performance.

For full details and to register please go to www.nigradfair.org

Numbers are limited so reserve your place NOW.