

## Tips to make the most of Employer's Information Sessions

Employer information sessions are a great way to gather information and make a personal impact on the employers of your choice.

### The sessions are a great way to:

- Learn more about an employer in which you have an interest.
- Build your network of professional contacts.
- Ask about internship and job opportunities
- "Business casual" dress is appropriate. Avoid wearing jeans, T-shirts or shorts.
- Be prepared to ask one or two questions. This may make you stand out.
- Be sure to bring along several copies of your resume to leave with recruiters.
- Light refreshments are usually served.

### Questions to ask at Employer Information Sessions

What is the primary function of your department/organization?

How would you describe the culture of your organization?

What kind of benefits packages does your organization offer?

What kinds of opportunities for advancement do you have?

What does a typical career path/career ladder look like at your organization?

What are the salaries ranges for entry-level positions?

What traits and skills hiring managers look for in candidates?

What qualifications are needed for XYZ position?

What degrees are most preferred by your organization? Is a graduate degree necessary?

Where does your organization advertise open positions?

Do you offer summer, part-time or internship positions? How can I apply?

What does the typical application process for full time positions involve?

How competitive are positions in this field?

What should students do in order to have a successful interview?

What should people look for in an organization such as this as they consider positions?

What is the single most important piece of advice you would give college students?

### TIPS FOLLOWING THE Employer Information Session

- Take time to stop to chat informally with employer representatives.
- Make a favorable impression. The panel representative you talk to just might remember you later. (In fact, he/she could be the same person who interviews you later).
- Network. Tell the panel representatives what your career goals are. Even if you are not interested in their area they may know someone in the area you'd like to pursue. Ask if you may have a copy their business card and add it to your collection of networking contacts.
- Thank them again for taking the time to come to St. Thomas to talk to students!

**Career Development Center  
University of St. Thomas  
123 Murray-Herrick- St. Paul Campus**

**651-962-6761**