

## What is an employer information session?

Companies who want to increase students' awareness of their organization or hire StFX students will often hold information sessions on campus. It provides the opportunity for students to gain an understanding of the company's culture and opportunities. This is valuable information when a student is deciding whether to apply to that particular company.

The organization will send two or more representatives to the session. Typically, the session consists of two parts: first, a short information sharing/presentation about the organization. Second, a meet/greet with students.

## Who can attend?

Companies typically indicate their target audience to Student Career Services and this information will be publicized along with the date/time/location details. Students in all years are welcome to attend. It is never too early to start researching companies! Also, something to consider, some employers do not visit campus on an annual basis.

Information sessions are scheduled during a time that is convenient for employers and also students. However, with the STFX class schedule it is difficult to schedule a time that will work for all students.

## Do I have to attend an employer information session?

Attendance is not mandatory. However, if you decide not to attend the event you may miss important information regarding the employer's requirements, application procedures and company information.

Students can also view the information session as a learning opportunity. If you would like to practice your networking and verbal communication skills, attending an information session will help with building these two skills.

## What should I wear?

Employers will recommend one of the following dress codes: Business Dress, Business Casual, and Casual. For most information sessions "Smart" Business Casual is preferred. However, Student Career Services will notify students if they need to wear full Business Dress. If you are attending an information session, please do not wear a ball cap, jeans, or have your sunglasses on top of your head, etc. Remember: first impressions are important.

## What should I expect?

Typically, information sessions include showing a video or presentation outlining the company and its employment opportunities. Employers will also have a question and answer period. Remember: Bring a list of questions.

Be prepared to talk (i.e. asking or answering questions). The organization sent representatives to meet students.

## How do I prepare?

- Research the company and the jobs they are advertising.
- Prepare questions to ask during/after the session
- Prepare your "30-second sell" outlining your skills and practice what you would say. Say your "selling points" with confidence.
- If there is more than one recruiter, try to speak with all presenters after the session. Remember who you spoke with as this might be included in your cover letter when you apply to the company.

## Etiquette Tips

- Arrive at least 10 minutes early be prepared to introduce yourself.
- If you arrive late, sit close to the back to minimize disruption. After the session, apologize to the presenter.
- Dress appropriately.
- Listen attentively have good eye contact.
- During the meet/greet, do not monopolize a recruiter's time; know when to end the conversation.
- When communicating with the recruiter, listen carefully so that you could potentially incorporate the information into your application or future interview.
- Keep cell phones in your book bag. You can always check your phone AFTER the information session is over.