Student Professionalism at Events

Networking

Ex: Information Sessions

Recruiting

Ex: Coffee with a firm representative

Interviewing

Before:

1. Understand the event
2. Prepare your elevator pitch
3. Quality of connections over quantity
4. Bring updated resumes/cards

During:

1. Smile and firm handshake
2. Ask an open ended question
3. Be a good listener
4. Remember event is for creating connections, not for eating

After:

1. Make contact 24 hours after event
2. Connect on LinkedIn
3. Suggest an informational interview with 2-3 of your connections

Before:

1. Research your target company and individuals
2. Prepare questions to ask recruiters
3. Research facts about the firm

During:

1. Use your elevator pitch to build rapport
2. Be confident, but not cocky
3. Be conservative when eating and drinking around professionals

After:

1. Send a thank-you email after the event
2. Connect on LinkedIn
3. Foster further connections through professionals you met

Before:

1. Plan transportation to interview (bus, car, directions, etc.)
2. Use LinkedIn to research employer
3. Understand job description
4. Practice & have questions prepared

During:

1. Arrive 10 minutes early
2. Body language: good eye contact, smile, firm handshake
3. Be courteous and professional to everyone you meet

After:

1. Ask about the next steps in the process
2. Promptly send a thank-you email to interviewer and leave a thank-you note

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