



Recruitment Information Session Student Guide

(For the Academic Year 2020 – 2021)



UNIVERSITY OF
TORONTO

Welcome

Thank you for registering to attend a Recruitment Information Session.

A recruitment information session is an event organized by an organization looking to hire students and recent graduates. Employers typically hold information sessions to promote their organization and present information about their organization's job opportunities, potential career paths, and recruitment practices.

The event is your opportunity to learn more about positions available within an organization, required skills, experiences and knowledge, recruitment process, work environment and culture, and future industry trends. The event is also an opportunity to network with recruiters and employers and make valuable contacts to explore future opportunities and referrals, as well as network with other students (peers) and recent graduates who are interested in the same industry, organization or roles.

Every year, the University of Toronto hosts over 100 recruitment information sessions to provide students and recent graduates with valuable opportunities to learn more about the labour market and network with industry representatives.

Within this package, you will find detailed information to help you prepare for the event. Please read it carefully and contact the Career Services team if you have any questions.

All the best!

events@careers.utoronto.ca

Event Logistics:

ATTENDANCE:

Attendance for recruitment information sessions hosted by the University of Toronto will be done via Zoom. During this time, while in the virtual lobby, please ensure your Zoom username reflects your First and Last Name, as indicated on your T-Card. This is important so the employers can identify who you are. Students who have updated their username to reflect their First and Last Name, as on their T-Card, will be granted access into the main virtual meeting.

If you require disability-related accommodations for an event or workshop, please e-mail us at events@careers.utoronto.ca

LATE ARRIVALS:

Students who arrive after the presentation has started will not be admitted.

RECORDING:

Recruitment information sessions may be recorded and available for review after the event. By attending a live session, you grant permission to be recorded.

Preparing for the event

WHAT TO EXPECT:

Recruitment information sessions involve a presentation by representatives outlining the organization's mission, vision, values, career opportunities, recruitment process, and culture and work environment. The presentation is followed by a discussion period, during which attendees can ask recruiters questions about the organization and employment opportunities. Depending on the size of the event, the remainder of the time is an opportunity for attendees to network and interact with recruiters.

The following tips are recommended for making the most of a recruitment information session:

BEFORE THE EVENT:

- Research the organization and its industry in advance to understand their operations and trends. You can find links to credible information on your campus main Career Centre websites, as well as sites like CLNx.utoronto.ca, Statistics Canada, Industry Canada, Glassdoor and the U of T Libraries Databases.
- Read the job posting (if available) in detail, identify the skills, experiences, knowledge, and values the employer is seeking in a great candidate. Plan to customize your application after learning about the positions and the organization at the information session. Articulate how you meet the employer's expectations.
- Become applicant ready by attending relevant workshops hosted by the Career Centres. Check out the [Events & Workshops calendar](#) on [CLNx.utoronto.ca](https://clnx.utoronto.ca).
- Update your LinkedIn profile to match the opportunities you are seeking and, if applicable, upload your portfolio.
- Prepare to introduce yourself using the chat feature. State your name, and your interest in the session. Feel free to link your LinkedIn profile.
- Prepare questions to ask during the discussion and networking period. Asking thoughtful, well-informed questions will help you stand out to the recruiters and employers.
- The best questions to ask are typically regarding the organization's presentation content, industry trends, current and future projects of interest, workplace culture, and professional growth opportunities.
- Dress standards are not consistent across different organizations and industries. Dress "professional" as it relates to the organization and industry you are pursuing.
- Test your technology in preparation for the Zoom meeting using this link <https://zoom.us/test>
- Please ensure you are in a quiet environment with minimal distractions.

DURING THE EVENT:

- We recommend you arrive at least 15 minutes early in order to:
 - Ensure your technology is in working order.
 - Change your Zoom name to your UTORid name in order to gain admittance from staff.
 - Introduce yourself to the employers via chat before the presentation begins.

- Pay attention to the questions asked by others to avoid repeating them.
- Listen attentively during the presentation period.
- Make notes for questions you can pose in the chat box.
- Ensure your video camera and microphone are turned off to save bandwidth during the presentation. Feel free to write any questions in the chat box during the presentation or save them for the end. You may raise your hand at the end of the presentation and turn on your video camera to ask a question.
- Be prepared to unmute and turn on your camera if you want to ask a question during the presentation or networking portion of the event.
- Networking in breakout rooms:
 - If the employer is using the breakout room feature to facilitate small group conversations or networking, be prepared to be automatically moved between the main session and your assigned room(s).
 - During the breakout room experience, you might receive written notifications about the remaining time or activity instructions in a text box at the top of the Zoom window.
- If your plans change and you need to leave the event early, simply leave the Zoom session. You are welcome to leave a gratitude note for the recruiters and organizers in the chat box.

AFTER THE EVENT:

- Try to stay in contact! Follow-up with the recruiters or organization representatives within a few days with a thank-you message, if they shared their contact information. This will help you to build and maintain your network with the organization, so you can be notified of future opportunities.
- Prepare your application. Shortly after a recruitment information session, the host organization often accepts applications for job postings, as well as conducts interviews.
- When applying for a job posting, mention that you attended the information session in your cover letter. Reference your discussion(s) with a recruiter or employer to emphasize your interest in the organization.
- Consult your campus Career Centre for resources and services to assist you with preparing a great resume and cover letter.

You can also watch the information session recording on CLNx, under Resources - **[Recorded Career Events.](#)**