

RECRUITMENT INFORMATION SESSION

STUDENT GUIDE

Thank you for registering to attend an Employer Information Session. An information session is an event led by an organization looking to actively hire students and recent graduates in current open positions.

Within this guide, you will find detailed information to help you prepare for the event. Please read it carefully and contact us at careerevents@utoronto.ca if you have any questions.

What Happens at an Event

Recruitment information sessions begin with a presentation by representatives of an organization, where they share insights into their mission, values, workplace culture, career opportunities, and hiring process. This is followed by a Q&A and networking period, giving students and recent graduates the chance to ask questions about the organization, available roles, and how to best position themselves as candidates.

At these on-campus or online events, you will:

- Learn about current job opportunities and the skills the organization is looking for
- Explore potential career paths in that industry and gain insight into the workplace culture
- Develop inside knowledge on effective job applications and recruitment practices
- Engage in Q&A, network, and speak directly with recruiters
- Make valuable connections with professionals and peers to support your career exploration and future opportunities

How to Prepare: If this is your first time participating in an info session, we highly recommend attending a Career Education workshop to support your confidence and preparation for the session!

1. Log into the [CLNx](#) to review the company's job posting(s).
2. Research the company before their event.
3. Prepare a 30-second 'elevator pitch' outlining your skills and interest and practice it with a friend until you can present it naturally. You can also attend a workshop or 1:1 with a Career Educator to support this development.
4. Prepare questions to ask during the Q & A 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. Here are some examples:

Questions: About the Role

- I noticed the job description for [open role] listed [a skill, requirement item] in the responsibilities—what do you mean by that?
- On a typical day, what does [open role] do?
- What's the biggest challenge the new [open role] can help solve?
- Is the [open job] you currently have listed more focused on [some function of the company] or [some other aspect of the company]?
- I noticed that you don't currently have any [type of specific role] positions open currently. What kind of opportunities do you foresee in the future?
- What is the balance between teamwork and individual work at X position?
- What courses would best prepare me for your entry-level positions?

Questions: About the Company Culture

- I saw photos of [employee, diversity, or social event] on the company's Instagram account. Can you tell me more about that program?
- I recently read an article about [event, announcement, or news related to the company]. What was it like to be a part of that?
- What differentiates your company from your competitors?
- What training or education programs, if any, does the company offer employees?
- How does your organization support equity and inclusion in the workplace?

Questions: About the Hiring Process

- Can you tell me a little bit about the different stages in the hiring process for [open role]?
- What does the hiring process for [open role] look like?
- What's the best way to stay in touch with you?
- I went online and filled out your application for the X position. What else might I do to demonstrate that I'm a qualified candidate for an interview?
- How long is the application and interview process and what does it consist of?

Questions: About How You Can Stay in Touch

- What's the best way to stay in touch with you?
- What would be a great next step to take after meeting you here?
- Who can I follow up with about [open role]?