



UTM  
CAREER CENTRE



**SWEATS  
TO  
SUITS**

**Job Search Conference**

## Agenda - Day 1 - April 26, 2023

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<i>9:30am - 10:00am:</i> <b>Registration Open (Coffee/Tea will be served)</b>	<b>KN137</b>
<i>10:00am - 10:20am:</i> <b>Welcome &amp; Land Acknowledgement</b>	<b>KN137</b>
<i>10:20am - 10:50 am:</i> <b>Keynote Speaker</b>	<b>KN137</b>
<i>11:00am - 12:30 pm :</i> <b>Young Alumni Panel &amp; The Labour Market</b>	<b>KN137</b>
<i>12:30pm - 2:00 pm :</i> <b>Resource Fair Lunch (Resume and Cover Letter Critiques)</b>	<b>KN137/Rotunda</b>
<i>2:00pm - 3:30pm:</i> <b>Interview Intensive: Lightning Workshop</b>	<b>KN137</b>
<i>3:45pm to 5:00pm:</i> <b>Networking with Alumni and Industry Friends</b>	<b>Rotunda</b>

### What to expect on Day 1?

On day one of the conference, arrive early! This allows you to register and sign up for an individual 15-minute resume critique appointment which will be offered during the lunch hour. Please note the appointments are available on a first-come, first-served basis.

Additionally, arriving early also gives you a chance to win the Early Arrival prize during the 10am session! If you don't win at 10:am, don't worry. You would have the opportunity to win other amazing prizes throughout the day.

Lunch will be provided and served from 12:30pm to 2:00pm. You will have the opportunity to engage with employers and campus partners in the Rotunda and network with fellow conference delegates. Alternatively, take fifteen minutes of your lunch break to have your resume critiqued. **Please note a hard copy of your resume is required.**

For the networking session at 3:45pm, please review the networking tips section of this handout. Please also feel free to connect with a Career Centre staff member throughout the day to discuss your career and job search support needs.

To learn more about the conference speakers, visit the [Sweats to Suits Job Search Conference Page](#).

## Agenda - Day 2 - April 27, 2023

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<b>9:00am - 10:00am: Registration Open (Coffee/Tea will be served)</b>	<b>KN137</b>
<b>9:00am - 10:00am: LinkedIn Photos</b>	<b>Rotunda</b>
<b>10:00am - 10:25am: Welcome</b>	<b>KN137</b>
<b>10:30am - 11:30am: Career and Financial Wellness</b>	<b>KN137</b>

### Concurrent Sessions – Please identify one 11:40am session you will attend.

<b>11:40am - 12:30pm: Considering Entrepreneurship</b>	<b>KN137</b>
<b>11:40am - 12:30pm: Considering Work Abroad: Exploring Global Opportunities</b>	<b>KN132</b>
<b>12:30pm - 2:00pm: Lunch and LinkedIn Photo Session</b>	<b>Rotunda</b>
<b>2:10pm - 3:00pm: Gig Economy: Creating Multiple Stream of Income</b>	<b>KN137</b>

### Concurrent Sessions – Please identify one 3:00pm session you will attend.

<b>3:00pm - 4:30pm: Working in Big Data, Finance and Reporting</b>	<b>KN130</b>
<b>3:00pm - 4:30pm: Working in Marketing, Advertising and Technology</b>	<b>KN132</b>
<b>3:00pm - 4:30pm: Preparing for a Career in Community, Social &amp; Health Services</b>	<b>KN137</b>
<b>3:00pm - 4:30pm: Further Education – Medicine, Law, Public Policy &amp; Education</b>	<b>KN112</b>
<b>5:00pm - 6:00pm: Networking; Closing Statements; and Big Draw Prizes!</b>	<b>Rotunda</b>

## What to expect on Day 2?

On day two, registration/check-in will open at 9am! We will begin day two with LinkedIn photo sessions from 9am to 10am, and the photo booth will re-open from 12:30pm to 2:00pm. Limited spots are available during lunch, so take advantage of the early timeslots. This service is offered on a first-come, first-served basis. Don't miss out on this amazing chance to update your LinkedIn profile photo.

Additionally, day two will be extremely busy with employers, alumni and friends! Concurrent sessions will be offered at 11:40am and 3:00pm. Please determine the session you would like to attend in advance and inform the staff at check-in on day two. To help you choose the best session for you, visit the [Sweats to Suits Job Search Conference](#) page, to learn more about each session.

# Networking with Alumni and Industry Friends

Maximize your learning and engaging opportunities at the Sweats to Suits Conference through understanding what networking is and preparing the steps.

## What is Networking?

Networking means talking to people and developing relationships with them. Networking is an important part of your career exploration and job search. It can be as simple as an informal chat with a neighbour, to a formal meeting with an individual at an organization. Networking allows you to develop new contacts and grow your personal network.

## Stages of Business Introductions at Networking Events (In-Person)

Every conversation is different. The following is a sample flow of a conversation at a networking event.

### 1. Greeting/Small Talk

When you see someone that you would like to meet, take the initiative to greet them with a friendly smile and say “hello my name is”. Small talk is a common conversation starter and topics frequently include non-controversial things like the weather, food or interesting news items. Some examples of small talk include:

- *Is this your first visit to campus?*
- *Did you get caught in the rain?*
- *How are you enjoying today’s event?*

### 2. Business Introduction (30-60 seconds)

Once you’ve exchanged greetings, you will be introducing yourself and your study / work / project to the contact.

### 3. Responding to “Tell Me About Yourself”

You can talk about schools, academic courses, projects, volunteer experiences, hobbies and / or extra-curricular activities as well as your passion and career goals.

### 4. Questions for the Representative

Ask the representative questions related to their work and their organization. These questions should reflect some research that you’ve done on the organization (e.g. avoid questions like “what does your company do). It is also helpful to have questions that encourage the representative to talk about themselves and their work.

## Sample Questions

- I was reviewing your organizations website and I noticed that you will be involved in \_\_\_\_, could you please tell me a little more about this?
- What is your favorite part about working at company X?
- How did you get into this field? What was your career path to your current position?
- What are the challenges and rewards of your position?
- What advice do you have for a new graduate entering the field?
- Who else might I talk to for more information?

## 5. Ending the Conversation

The representatives are hoping to speak with many students throughout the day so it's important that you respect their time. The goal is to thank them and to encourage future contact. Here's an example of what you can say:

- *Thank you for your time today. I really enjoyed our conversation. Would it be possible for us to speak again? Can I connect with you through LinkedIn?*

## 6. Post Event Follow-up

Send a follow-up thank you email within 24 hours of the event.

The email should include:

- A direct reference to the event (e.g. I enjoyed meeting you at the University of Toronto Mississauga Sweats to Suits conference)
- A genuine thank you for what you learned in the conversation (be as specific as possible)
- Any information that you want to provide (e.g. reiterating something you said or adding one detail about your background)
- A genuine expression of interest in the organization.

## 7. Reflection

- Take some time to think about what you have learned. Think about one to two action items that you can take.
- Reflect on how you performed at the event (if you need more practice, etc.).

## Dressing for Success

First impressions are really important whether you are going to an interview, attending a networking event, job fair or meeting with an employer for an information interview. One important part of first impressions is how you are dressed. We suggest that you dress a little better than the basic expectations so that you leave a good impression.

## **Specific Sample Questions / Themes for Networking**

### **Academic and skills preparation**

- What are the specific skills needed to perform the responsibilities of your job?
- What advice would you give to someone entering the field?
- Is there a typical career path in this field? If so, how long a person could expect to spend at each stage?
- How do you recommend someone to get started in this field?
- What things did you do before you entered this occupation?
  - Which have been most helpful?
  - What other jobs can you get with the same background?
- If you could do it all over again, would you choose the same path for yourself? Why? What would you change?
- Does your work relate to any experiences or studies you had in university?
- How well did your university experience prepare you for this job?

### **Questions about the actual job**

- How would you describe your job duties? Do you have a typical day or do the duties change frequently?
- What are your major responsibilities? How are you evaluated on these?
- How are decisions made in your organization?
- Describe your job responsibilities and the percentage of time you spend doing each of them
- What do you find most/least rewarding about your work?
- What are the most significant problems you face in your specific job?
- What were the keys to your career advancement? How did you get where you are and what are your long-term goals?
- How has your job affected your lifestyle?

### **Questions about the Company**

- Why did you decide to work for this company?
- What do you like most about this company?
- Is there a basic philosophy of the company or organization and, if so, what is it?
- If any, what are the obligations your employer places on you outside of the ordinary work week?
- How does your organization embrace equity, diversity and inclusion?

### **Questions on trends in the industry/future outlook of the career**

- What are some of the trends / legislations affecting the field that I should know about?
- What is the average beginning salary for a person entering this career field? What are the average salaries as a person in the field moves “up the ladder”?
- Are you aware of the job outlook in this career area? Are there growing areas?
- What sorts of changes are occurring in your occupation and industry?
- What other career areas do you feel are related to your work?
- Can you name any relevant websites, blogs, magazines, journals, or publications that you would recommend I read?

# Networking at Events Checklist

## Before the Event

- Research who is coming
  - Are they at the event to recruit? If so, what types of positions?
  - What do you need to know about the organization (what do they do, are they in the news)?
  - What is the format? Is it online or in-person?
- Anticipate the types of skills/qualities that you want to discuss
- Practice what you will say in your conversation (be ready for the “Tell Me About Yourself” question)
- Prepare a few questions to ask the employers
- Get a good night’s sleep
- Dress appropriately and look professional (appearance and grooming)

## During the Event

- Arrive early (10 minutes before the in-person or online event begins)
- Turn your cell phone off (or on silent) and keep it in your bag or pocket
- Engage in appropriate small talk to build rapport
- Shake hands (once the pandemic is over while remembering that not everyone shakes hands)
- Smile
- Maintain eye contact with everyone with whom you are speaking
- Be courteous to everyone around you (including other networkers) and be aware of your manners
- Don’t interrupt anyone.
- Display positive body language (good posture, no fidgeting)
- Listen attentively to questions and ask for clarification if needed
- Take time to think through a question before answering
- Speak in a clear, concise and confident manner (even pace, vary tone of voice)
- At the end of your discussion, thank the new contact and ask for their business card
- Ask if you can connect with them on LinkedIn when finishing the conversation

## After the Event

- Send a thank-you letter email (opportunity to add/re-emphasize key points) within a reasonable timeframe (ideally within 24 hours after the event)
- Attend the post-conference workshops at the UTM Career Centre and regularly check the events calendar (all three campuses)
- Reflect on what you’ve learned and how it applies to you
- Treat each event as a learning process. Ask yourself:
  - What went well and what can you do to improve next time?
  - Note down any questions that you had difficulty with.

## CAREER CENTRE SERVICES

### Job Search Workshops (available in synchronous and asynchronous formats)

- √ Building Resume and Cover Letter
- √ Resume Tutorial
- √ Preparing for Your Job Interviews
- √ Creating a Strong LinkedIn Profile
- √ Networking: What Do You Say
- √ Job Offers and Negotiation
- √ How to Identify and Communicate Your Strengths to Employers
- √ Stand Out and Succeed

### Individual Appointments

- √ Career Counselling
- √ Employment Strategies
- √ Resume and Cover Letter Critiques
- √ Personal Statements for Grad Schools
- √ Practice Interviews
- √ LinkedIn Profile Critiques

### Career Resource Library and Career Centre Website

Career Assistants are available to help you find appropriate information (print and electronic)

- √ A wealth of information about different careers
- √ Industry Directories and Information Files
- √ Informational Interview Contacts Binder
- √ Career Cruising (electronic version)
- √ Salary Information
- √ Information about work and study abroad
- √ Labour Market Information
- √ Associations Canada
- √ Firsthand
- √ MCAT, LSAT, GRE, GMAT, PCAT, DAT packages

### Accessibility and Accommodations

If you have requests or questions about accessibility or accommodation-related concerns, please do not hesitate to reach out to us.

*For more information, please contact us at (905) 828-5451 or [careers.utm@utoronto.ca](mailto:careers.utm@utoronto.ca).*

**Career Centre Hours:** Monday to Friday – 10:00 a.m. to 4:00 p.m.

*Live chat available online*



## Conference Notes

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