VIRTUAL INFORMATION SESSION TIPS

THINK ABOUT WHAT YOU HOPE TO GAIN

Set goals to ensure you get the most out of the event. What questions do you want answered? Are you there to learn about the overall industry, as well as the organization? Are you hoping that the employer will take notice of you? Topics to listen for include: Type of work environment, diversity and inclusion, training and ongoing support, clients, available roles and responsibilities, hours and pace of work, and hiring process.

PREVIEW ORGANIZATION

Before attending, look at the employer’s website and do a Google search to see if they’ve been in the news recently. Draft 2-3 potential questions based on your goals and your preview. Getting a head start will help you feel more comfortable and confident as a participant.

BE ATTENTIVE AND PROFESSIONAL

Try to find a quiet and private location from which to participate. Keep your video on during the event if possible. Make sure your eyes are focused on the speaker during the presentation. Strive to appear engaged and enthusiastic. Select one question to ask at the end of the presentation. If you are interested in following up with the organization, ask the representatives to share their email addresses.

DEBRIEF, ASSESS, TAKE ACTION

Spend some time reflecting on the event. Think about whether the organization would be a good fit for you. Can you picture a typical day at the organization, and do you find it appealing? If you want to learn more about the organization, follow up with a thank you email to the representative. Highlight something specific you learned and describe how that reinforces your interest in the organization. Ask how you can learn more. Consider meeting with a CPD Career Coach to gain further insight and plan next steps.

Visit DartBoard for industry and employer research tools and to make a 1:1 Coaching appointment.

Dartmouth Center for Professional Development