

RECRUITMENT EVENT PREP

LSU | Olinde Career Center

158 LSU STUDENT UNION
8:00 A.M. - 4:30 P.M.
LSU.EDU/CAREER

Before the Event:

- Research, Research, Research
 - View the event on Handshake under the Events tab, and research employers who are attending. Some companies may have jobs posted in Handshake. Apply for any jobs you are interested in before the event, or prepare any questions you have about the opening. Check out employer websites to learn more about the company's values, products, team, and more!
- Prepare and edit your resume. Utilize Quinncia or resources on our website to perfect the document.
- Drop by the Career Center for a 10-minute Drop In Appointment to help get prepared. Drop In hours are M-F, 1:00 - 4:00 p.m.
- Plan your attire for the event. Business Casual or Business Professional is highly recommended.

During the Event:

- Give recruiters and employers your Elevator Pitch, which is a planned way of introducing yourself and why you are attending the event. Examples are in Handshake and our website.
- Ask questions about the company or job description. For example:
 - Can you expand on the requirements of the job/internship?
 - What characteristics do you look for in an ideal candidate for this position?
 - What opportunities are available within your company?
- Offer the employer/recruiter a resume and ask for their contact information.
- Make notes about your conversations to jog your memory on who is who when following up.

After the Event:

- Follow-up with connections you made via email. Thank them for taking the time to talk to you about their opportunities.
 - Helpful tip: Ask a question in your email - you are more likely to receive a response.
- Check Handshake for job or internship opportunities with companies of interest.