

PREPARING YOURSELF FOR A CAREER CONFERENCE

Top Tips: An insider's view

READ • REFLECT • ACT

Before the Conference

Think carefully about your purpose for attending, are you:

- Looking for a job?
- Learning about companies?
- Exploring career options?
- Meeting industry professionals?

Know the companies that are attending through research:

- Company websites
- Local/national/specialist press
- Careers Resource Centre

Create your 'elevator speech', this is that all important introducing yourself to a potential employer, this may include:

- Your name
- Course / Year of graduation
- How your skills and experiences relate to the employer

Practice your elevator speech with a friend or a careers adviser

Prepare relevant questions to get answers which are important to you and your future. Write them down

Prepare yourself: clear your thoughts, wear clean clothing, 'dress to impress', this could be your opportunity to make a positive, lasting impression

Update your CV and bring some copies with you

At the Conference

Be punctual and arrive on time. Remember that you do not get a second chance to make a first impression

Make notes on the talks that are of interest to you and write down any useful hints and tips

Be enthusiastic, ask relevant questions that demonstrate you know about the company and that you are assessing whether this company meets with your career expectations

Identify and get contact information of at least five people who will benefit you in the future

After the Conference

Reflect upon how useful you found the experience: What did you particularly enjoy about the event? How could the event have been improved?

Complete any feedback / evaluation forms with your comments

Tell the organisers about your thoughts and what you would like to see in future events

Create your 'Personal Action Plan' and stick to it

Visit your 'Centre for Personal and Career Development' centre to get more information, advice and guidance on your career

Set up a meeting with a Careers Adviser to explore your options

Centre for Personal & Career Development

www.beds.ac.uk/careers

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