

Suggested Tips for Your Pre-Interview Meeting/Information Session

- Remember your audience is comprised of students, not clients. Avoid use of industry jargon; speak in layman's terms that all students can easily understand.
- Keep your formal presentation relatively brief, no longer than 30 minutes. Allow students at least 15 minutes to ask questions.
- Dartmouth students like to hear from representatives with whom they can identify. If possible, have Dartmouth alums participate in your presentations. Include representatives from diverse backgrounds. Make your presentation collaborative and inclusive. Dartmouth students want to see how your staff members interact with one another.
- Describe a typical day/week on the job. Be specific about how time is spent.
 - how long is a typical day/week? (e.g. 50-hour week or 80-hour week)
 - what percentage of time is spent working closely in a team environment versus operating Independently (i.e. using a computer, etc.)
 - how many days per week are spent "on the road"
 - how much time is spent sitting at a desk versus moving around
 - how much autonomy/responsibility will a graduate have in their first year
- Describe specific tasks performed on the job that illustrate the skills/qualifications you are seeking in a candidate. Be deliberate in relating the tasks to these skills.
- Describe your training and orientation program. How long will a student spend in training?
- Describe the culture of your organization. In general, do staff tend to socialize together after hours? Are there regular staff or community events (e.g. do staff donate time/other resources for community/non-profit work) What is the degree of competitiveness among staff members? Are there specific expectations of employees? Are there mentoring programs in place?
- Explain how and when performance feedback is provided. Indicate who has responsibility for providing feedback and how often a student could expect to receive this.
- What are typical career paths inside and outside your organization (including timing) for new hires? What percentage of your new hires move on after two years to attend business/other graduate schools?
- Describe what students should expect in an interview with your organization. Describe what the "next steps" might entail.
- Provide a list of Dartmouth alumni/ae in your organization who are willing to answer questions. Include each of their email addresses, year of graduation, major and current title/responsibilities.
- Provide a list of online resources and print publications that will enable students to learn more about your industry and any relevant terminology
- **Reminder: All information sessions should not exceed one hour in length in respect of student's academic schedules.**