CONDUCTING A CONVERSATION WITH EMPLOYERS

Preparing for 1-1 or small group conversations with an employer

• Consider what to wear. This is a professional conversation – first impressions count!

• Develop and practice your elevator pitch – you may be asked the question: “Tell me about yourself”. The Elevator Pitch Builder on EmployMe can help you get started: https://employme.careercentre.me/u/v8y2x0zu

• If the conversation is a 1:1 with an employer in a webinar – check details and be on time!

• Prepare intelligent questions that you can learn from

During the conversation

• Be professional: treat the conversation as if it were an interview

• Be polite and don’t interrupt when the employer is speaking

• Be articulate and avoid using slang

• Ask questions that you can learn from – what do you really want to know?

• Ask validating questions: “So what your saying is...” to confirm your understanding

• Make sure your body language is open

• Concentrate on listening to the person when they are speaking

• Take notes

• Smile, be positive and enthusiastic

• At the end of the conversation make sure you thank the employer for their time

• If appropriate, ask them if you could connect with them via LinkedIn.