



Information Sessions

Information sessions are commonly understated by the companies but can be crucial to obtaining the position. Many companies stress that the information session is non-evaluative; however, every interaction with a potential employer is evaluated. Most information sessions are held on campus but they can take place anywhere.

- **“Open”** information sessions are held well in advance of resume submission and all students can attend.
- **“Pre-Select”** information sessions are held just prior to the first round interviews and are “closed” and reserved for those who have been invited to interview.

Business Attire is Strongly Recommended

For men, this means a conservative suit (blue, black, gray), white or blue dress shirt, tie, dark colored dress socks, and polished dress shoes. For women, this means a conservative skirt or pant suit (blue, black, or gray), a light colored shirt, hosiery that matches your suit, and polished dress shoes (the heel should be no more than two inches). If you only have one suit and were planning to wear it to the interview the next day, change it with a different shirt or blouse.

Take Notes

Companies provide this opportunity so that they may share with you details about the firm, the position, and most often, their culture. In addition, they should give you some idea of what you can expect from their recruiting process, the interview itself and next steps. Employers focus on your skills during the interview. Take notes so that the interviewer does not have to repeat something they already shared during the information session. It is okay to ask them to elaborate upon a point, but do not waste their time (or yours) rehashing what has already been covered.



Ask Intelligent Questions

At the end of the company's presentation they will inevitably ask, "any questions?" Rarely do students raise their hand in front of a group; however, those that do are not easily forgotten. If you have a good question, don't be shy. At a minimum, you should make a point to meet each of the representatives, one-on-one, and then ask a great question.

Be a Team Player

Employers look for students who are courteous, respectful of each other, and can seemingly work well in groups. So, if you are talking with a professional and there are other students who are waiting and could be interested in hearing your conversation, invite them to join you.

Don't Get Too Casual

It may be that the representative is sharing personal stories, having an alcoholic drink, etc. This does not mean you should do the same. Don't forget, they already have the job—you don't! Be yourself but always remain professional.

If You Can't Attend

If you have been personally invited to an information session that you cannot attend, you should notify the company in advance. We recommend that you call the employer and speak directly with them. If they are not there, your second choice is to leave a voicemail. Lastly, your third choice is to send an email to the employer. Simply apologize, explain your reason and ask if there is anything they will be discussing at the session that you need to know. We do recommend that you **make every effort** to attend the information session.