



Employer Information Session Tips

From experience, we recommend these tips to assist you in delivering your presentation to University of Sydney students:

- Present for 20-40 minutes, allowing time to network with students.
- Allow time towards the end of your presentation for questions.
- If using a PowerPoint presentation have a maximum of ten slides.
- Have senior staff and recent graduate recruits present. Use profiles of employees, including details of their career paths since graduation. Students respond very well when listening to these experiences.
- Give a brief overview of the industry as well as your company.
- Give an overview of the types of paid positions available for new graduates. Include relevant entry level positions that might be advertised and where they would be advertised.
- Describe any opportunities to work elsewhere in Australia and/or overseas and those conditions (if relevant).
- Include information about Internship and Vacation Work opportunities with your company.
- Talk about the value of postgraduate recruits.
- Describe the skills that are in demand and the working conditions. Specify what your organisation usually looks for in graduates.
- Explain how your organisation recruits graduates. Specify the recruitment drive period for the coming year, including both the application and closing dates.
- Include tips on how students can prepare for the graduate recruitment process.
- Explain what a student can do to stand out from the competition. Include hints on addressing selection criteria and sample interview questions (if relevant).
- Have marketing brochures and materials for students to take and extras that you may give us for the Careers Centre Resource Library.

All the best with your presentation!