

What is Talent Tabling?

Talent tabling is an informal, low-pressure opportunity to speak directly with employers on campus. These conversations are designed for relationship-building, company awareness, and early recruiting conversations, not just applying for a job.

Before You Arrive

1. Know Who You're Talking To

- Look up the company's mission, products/services, and industry
- Review open roles, internships, or co-ops (if available)
- Identify how your major, skills, or projects connect to their work

Preparation helps you stand out and shows genuine interest.

2. Prepare a 30-Second Introduction or Elevator Pitch

Be ready to share:

- Your name and year
- Your major(s)
- A brief interest in the company or industry
- One relevant skill, project, or experience

Example:

“Hi, I’m Jordan, a junior mechanical engineering major. I’m really interested in manufacturing and automation, and I saw that your company works heavily in that space. I recently completed a project focused on optimizing a production process, and I’d love to learn more about your internship program.”

3. Bring the Essentials

- Copies of your resume (optional but recommended)
- Notebook or phone (for names and follow-up notes)
- Professional but comfortable attire

During the Conversation

4. Ask Thoughtful Questions

Avoid questions you can easily answer online.

Good questions include:

- “What skills do you see being most important for students entering your field?”
- “What does a successful intern or new hire look like at your company?”
- “How did you get started in this industry?”
- “What advice would you give a student hoping to work here?”

5. Make It a Conversation

- Listen actively and respond thoughtfully
- Share relevant examples, not your entire resume
- Be curious, confident, and respectful of their time

Remember: this is about connection, not perfection.

6. Ask About Next Steps (Naturally)

- “What’s the best way to stay connected?”
- “Should I apply online, or is there someone I should follow up with?”

After You Leave the Table

7. Take Notes Immediately

Write down:

- The representative's name and role
- Something specific you discussed
- Any next steps you were advised to take

8. Follow Up

- Connect on LinkedIn with a personalized note
- Reference your conversation (“It was great speaking with you about...”)
- Apply for roles they mentioned and mention the interaction if appropriate

Final Tips for Success

- Be yourself—authentic interest matters
- One strong conversation is better than five rushed ones
- You do not need to be “ready for a job” to have value in the conversation

Talent tabling is about planting seeds. Your goal is to leave a positive, professional impression—and open the door for future opportunities.

Need help preparing? Schedule a meeting with the Heebner Career Development Center before the event.