

Information Sessions & Coffee Chats

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Learn how to navigate:

1. On-campus networking: **information sessions**
2. Off-campus networking: finding alumni, outreach out through email and **coffee chats**



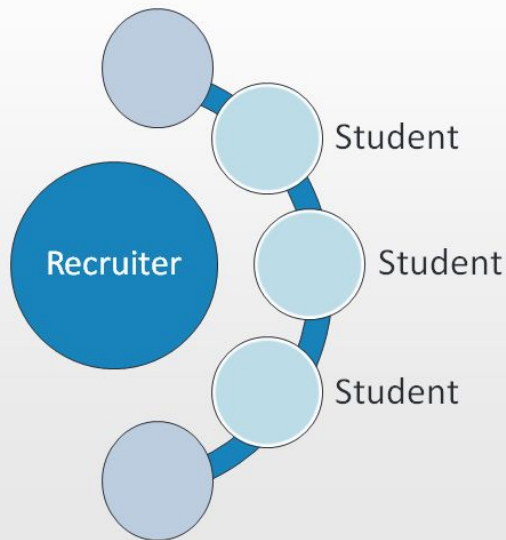
ACTIVITY

What are they and why do they matter?

- Employer information sessions are generally 45-60 minute presentations, or talks given by representatives and recruiters.
- Offer insight into companies, position requirements, culture and more.
- Starting the first week of classes, employers will be on-campus hosting information sessions.
- Learn more about a wide number employers of and employment opportunities.
- Networking and developing professional contacts.
- Learning about company structure, fit and potential.
- Register to attend information sessions (events tab on Owl Careers).
- Employers check the sign-in sheet so be sure to do so!



THE HALF-MOON EFFECT



How to Navigate it?

- Think about how you can help the speaker relate to the whole group
- Enter and exit smoothly
- Shake hands with the speaker, introduce yourself, ask your question
- Ask smart, relevant questions
- When you ask a question, listen to the response
- Avoid dominating the circle or not speaking at all

- Dress professionally—business casual or professional based on session details in Owl Careers..
- Ask questions. Do research and prepare quality questions to ask during the presentation or networking session.
- Don't be shy! Reps expect to interact and share their experiences and knowledge. They are more likely to remember students who show initiative and chat with them. Also, think on your feet and respond to things they say by asking meaningful, related questions.
- Get a good feel for the company by talking to more than one representative.
- After the info session, if you build up a rapport with someone, consider connecting with them.

- It's a unique time in your career journey, don't miss the opportunity to meet with all the employers coming to campus to meet you!
- Go in prepared. It's a networking event, so prepare your 30-second pitch. Practice before you go!
- Be respectful of your classmates, if there are a lot of students waiting to speak with the company representative, engage for an appropriate amount of time and excuse yourself.
- Don't grab food and walk out without speaking with a company representative.



OFF-CAMPUS NETWORKING

What is a Coffee Chat and what is the purpose?

A **coffee chat**, also known as an informational interview or coffee interview, is an informal, in-person or virtual meeting with an experienced professional to learn more about a specific company, an industry, or that individual's career path and role.

1. Information gathering
2. As part of a structured recruiting path (i.e. - IB)
3. Through the CDO

WHERE DO YOU START?



1. Rice Business LinkedIn [Alumni Tool](#)
2. [Rice Connect](#): Rice Business Alumni Portal (create account today)



1. Rice University LinkedIn [Alumni Tool](#)
2. [Sally Portal](#): Rice University Alumni Portal



Find sample emails and coffee chat structure on [Campus Groups](#)

- Open posture- sit/stand upright, hands by sides
- Firm handshake, but don't crush
- Project voice, avoid monotone
- Avoid touching your face (*)
- Look interested and smile (but not too much!!)
- Regular eye contact (natural)

QUESTIONS

