


Speed Interviewing Event Launch Worksheet

Purpose of the Tool

A speed interviewing event allows each student graduating from a given program to have first-round interviews with multiple employers. These events require careful planning to ensure they run according to schedule and to make positive impressions on visiting employer partners. The checklist below helps college administrators manage the logistics of hosting a speed interviewing event. The first row includes an example of how administrators can use the checklist to track important tasks and keep notes on the planning process.

Event Space		Notes
	Confirm a date for the event	<i>After checking with facilities, we moved the event to May 14th to avoid another large, on-campus event</i>
	Locate and reserve a series of small rooms to conduct interviews	
	Organize extra tables and chairs for the interviews	
	Reserve a large conference room for a networking lunch	
	Plan parking instructions and signage for employers	

Timing and Duration		Notes
	Determine how many students and employers will participate in the event	
	Create a rotating schedule so each student spends 15 minutes with each employer	
	Designate a staff member as time-keeper to ensure interviews remain on schedule	
	Set aside time between interview blocks for lunch break	

Employer Relations		Notes
	Send customized outreach to invite local employers to participate (see pg. 76)	
	Contact cafeteria or caterer to provide employers with lunch	
	Prepare questions to discuss with employers over lunch	
	Prepare thank you cards and follow-up instructions for employers	

Speed Interviewing Event Launch Worksheet (cont.)

Preparing Students for Speed Interviewing

In addition to managing the logistics of a speed interviewing event, program administrators must ensure that students are prepared to meet with employers. The worksheet below helps administrators brainstorm ways to prepare students to make positive impressions on participating employers. Sample answers and action steps appear on the following page.

Student Interview Preparation Guide

1. What skills learned in our program should students be prepared to discuss with employers?

Action Steps:

2. How can we prepare our students to make both positive *first* and *lasting* impressions?

Action Steps:

3. How can we ensure our students appropriately respond to employer follow-up?

Action Steps:

Speed Interviewing Event Launch Worksheet (cont.)

Student Interview Preparation Guide

1. What skills learned in our program should students be prepared to discuss with employers?

After speaking to our employer partners' HR managers, they would like to hear from our students how they have worked in teams. In addition, they frequently ask our students during the interview what they think are the most important skills they learned in the course.

Action Steps:

Expand the rubric for the final project to include a "teamwork" criterion.

Include a question on the final exam which explicitly asks students to explain what skills and abilities they acquired during the course.

2. How can we prepare our students to make both positive *first* and *lasting* impressions?

Our students make their first impressions with their résumé. We should include résumé workshops which not only improve their quality, but ensures they have an appropriate industry focus. Also, the interviewers always ask our students to briefly introduce themselves. Our students should rehearse a brief pitch.

Action Steps:

Organize a résumé writing workshop in which we invite some participating HR managers to review our students' résumés.

Create a homework assignment for our students to perfect a 30-second personal summary.

3. How can we ensure our students appropriately respond to employer follow-up?

Some of our employer partners shared that some our students either ignored their follow-up calls, rudely declined, or generally mishandled competing job offers. We should coach our students to respond to all offers promptly and tactfully.

Action Steps:

Model professional responses to job offers during the last class before the interview. Instruct students to role-play with each other and practice delivering appropriate responses. Encourage instructors to provide as much feedback as possible.