



Guide to On Campus Presentations and Information Sessions

The Northeastern D'Amore-McKim School of Business hosts over 50 on-campus presentations and information sessions each semester. Each one provides an opportunity for you to learn about a company, field of study, and/or potential job as well as improve your career and networking skills. Each session can help you determine your best fit for a co-op or potential opportunities for a job after graduation. Attendance and participation at on-campus presentations and information sessions provides you with critical information needed to be more informed for interviews.

Here are a few tips on how to make the most of your On-Campus Presentation experience!

Prepare:

- Make sure you research the company and jobs
- Review reflection brochures of past co-ops
- Prepare thoughtful questions and review the company's web-site for recent news
- Although the sessions usually provide an opportunity to network with employers, in most cases **DO NOT** give presenters a copy of your resume

At the session:

- **Dress is almost always Business Casual.** The sessions are professional events and first impressions count.
- **Arrive on time.** We understand that you might have to arrive a few minutes late or leave a few minutes early. If you do, please be as quiet as you can and sit in the back so you do not distract the presenter.
- **Take notes!** Especially if you want to interview with this company, notes will help you create insightful questions and comments that will show your interest in the company.
- **Be attentive and respectful to the speaker** - Please shut off your phone and **DO NOT TEXT** or chat with your neighbors.

Questions:

- Great questions are thoughtful and insightful. Focus on what information you actually want as well as questions that show your interest in the company.
- Topics to avoid:
 - Salary
 - Perks
 - Social activities
 - Hours
 - Questions focusing on negative stories about the company

Remember presenters are guests of Northeastern: One of the strengths of our co-op program is the high level of support and involvement of our employer partners. Please treat all presenters with respect and ensure that their interactions with Northeastern students are professional and engaging. Thank you.