

Employer Site Visits and Career Panels

What is an employer site visit or career panel?

You have decided to attend an employer site visit or career panel hosted for students by Concordia University Texas. Congratulations! You are intentionally engaging in the career development process.

An **employer site visit** is an opportunity to visit a workplace and learn more about the company, the industry, to meet and observe employees in their normal work routines, and to ask questions about internships and careers.

A **career panel** is a group of professionals working that talk about working opportunities and culture at a particular employer.

Both employer site visits and career panels involve meeting key leadership, learning about specific jobs and internships, and experiencing the company culture.

STAGES OF CAREER DEVELOPMENT



Prepare Well, Show Up Well

PREPARE

- **What to wear?** Research online what employees typically wear at the company. CTX gear is highly encouraged if dress is casual! Pay attention to what you find. Is it casual, business casual, or business professional? If attending virtually, the same rules apply. Dress casual or business casual
- **Virtual meeting.** Angle the camera eye level or just above. Position to show just below the shoulders. Background should be neutral with good lighting. Don't walk and talk!
- **Research the company website.** Review the mission, vision, careers/job listings, and recent company news. What are you curious about?
- **Prepare questions.** Write down what you are curious about and ask it!
 - What is your favorite (or least favorite) part of your job?
 - What made you decide to work here?
 - In what ways do employees participate in the culture of the company?
 - What makes a candidate stand out?
- **Prepare elevator pitch.** Be prepared to talk about yourself. (Example: major, current career expectations or goals, and why you decided to attend the site visit)

SHOW UP WELL

- **Be present!** Step out of your comfort zone and engage with others. If attending virtually use the chat feature for comments and questions. First impressions are lasting. Represent yourself and CTX well!
- **Be curious!** Engage with the recruiters and others by asking good questions. Use your company research to spark your curiosity.
- **Be attentive.** Leave your phone out of it! Give your experience the attention it deserves.
- **Be aware of your body language.** Make good eye contact. If virtual sit up straight and lean in.