



## EMPLOYER TIPS FOR A SUCCESSFUL EXPO

### 1. POST YOUR INTERNSHIP or PROJECT INFORMATION early

- To post your internships, please log into [Hub](#) – if you have not yet registered for a Hub account, you will be able to do so here.
  - Once logged in, click on the *Careers* drop-down menu in the menu bar, select *Job Board*, and click on the *Submit Job Posting* button.
- **Opportunities posted between July 1 and August 25 will be widely marketing to students.**

### 2. REVIEW STUDENT RESUMES and REACH OUT

- Check out student resumes in the **EXPO RESUME BOOK**, which will be sent to you.
- Invite students to visit you at the Expo and/or set up interviews before or after the event.

You can also search for additional students on Hub by following these steps:

- Log into Hub,
  - Select *Community* in the menu bar,
  - Select *Members* in the drop-down menu, and
  - View students by clicking on their name.
- **To search for individual students** or search students by interest area including role, industry, and state, use the filter fields, which will bring you to a page of students matching your search)
- **To view resumes**, select the *Files* field in the right-hand sidebar of an individual student's profile. If no resume is visible, the student did not upload one. You can still reach out at the email provided by the student and make a connection.

#### **Q: Will students bring their resumes?**

A: We encourage students to bring their resumes IF they are tailored to what you are looking for; otherwise, we suggest they may want to opt for tailoring their resume before sharing it with you to ensure they share the most relevant information about their skills and experience for the position(s) available.

### 3. COMMUNICATE WITH STUDENTS EARLY

- Deadlines for confirming course-related project collaborations and internships vary. A good guideline for finalizing internship plans is **Friday, September 6<sup>th</sup>**.
- Please ask students about any deadlines early in the process and communicate hiring decisions with as much lead time as possible.

## TOP 6 EXPO BEST PRACTICES

1. Be on time.
2. Stand in front of the table, not behind it, and avoid staring at a computer / phone while waiting for students.
3. Bring something little that a student can take (candy, pen, sticker, magnet, business card, brochure, etc.).
4. Have a sign-up sheet for students who would like more information or to stay in touch—or for continuing a conversation started or setting up an interview
5. Bring a sign that clearly states your organization's name – and wear your name badge (we will provide blank ones or you can feel free to bring your own).
6. Are you an HGSE alum? Make sure to grab a colored sticky dot at the registration table for your name tag. It's a great way to create additional affiliation with the students.