

# HOW TO NAVIGATE A CAREER CAFE

## EXPERIENTIAL LEARNING PROGRAM - ALBERTA SCHOOL OF BUSINESS

This year the Experiential Learning team at the Careers and Work Integrated Learning office is hosting a series of Career Cafés in initiative to casually connect students with professionals in their field of interest.

### What is a Career Café?

Career Cafés are a casual networking event which will connect students to potential future employers and provide students with an opportunity to chat with professionals in their field of interest. We are hosting 4 Career Cafés in the Fall term (see below for dates), where we will host 8-12 organizations, at each Career Café, in the Carruthers Student Commons. You can drop-in anytime during the event to have informal conversations with the exhibitors. The purpose of this event is to enable students to expand their network in a casual setting and allow organizations to promote themselves while inspiring students. Whether you are looking to expand your network, learn about a company's recruitment or learn more about what jobs in the field you want to go into look like, you're invited!

### What's Included?

- Access to various potential employers.
- Opportunity to expand your network.
- Free coffee and hot chocolate catered by Classic Fair Catering.

### When and where?

All Career Cafés are held in **Carruthers Student Commons** on the first floor of Alberta School of Business, from **10:00am to 2:00pm** on the following Wednesdays. Please note there will be an additional location for the Accounting Career Café where additional firms will be set up in BUS 4-06.

<b>Focus Area:</b>	<b>Date:</b>
Accounting	September 18th, 2024
Finance & Consulting	October 9th 2024
Not for Profit & Public Sector	October 23rd 2024
Energy/Utilities & Sustainability	November 20th 2024

### What should I bring?

- Any questions you may have regarding the professionals or their organization
- Means to take notes
- Your LinkedIn information if you would like to connect via LinkedIn
- Please note this is a casual event and there is no required dress code- wear whatever you would wear to class

## **Why should I be networking?**

Networking is the process of developing and maintaining meaningful professional relationships that enrich and enable you to achieve your professional goals. Here are examples of questions you can ask the exhibitors: *What skills and experiences does your organization look for in applicants? How does (company) recruit current students and new grads? Are there formal or informal training opportunities? What advice would you give me if I wanted to be successful in your line of work? How did your education prepare you for this industry? How did your career path change over time? What was the biggest obstacle you faced when entering this industry? What do you enjoy the most about what you do? Am I able to connect with you on LinkedIn?*

## **How do I follow up professionally?**

If you would like to connect with the exhibitors on LinkedIn post-event feel free to ask them. Here's some tips on how to write compelling connection requests:

- ✓ Introduce yourself
- ✓ Mention how you found them
- ✓ Mention discussion topics
- ✓ Be clear on your intention to connect
- ✓ Ensure your message is polite, personalized and professional

Here is a template:

*Hi (first name), It was great to meet you at the (focus area) Career Cafe yesterday. Your role sounds very interesting and I would like to stay up-to-date on your career in the future! Thank you, (your name).*

## **More information and tips on networking:**

There are many free resources available to you on CareerConnect! Navigate to CareerConnect > Resources > Career > Networking & Mentorship. Here you can find more on:

- What networking is and why it is meaningful
- The elevator pitch
- LinkedIn tips
- How to prepare for networking events
- How to follow up professionally after a networking event