ASK AN EMPLOYER
PREPARING YOUR SESSION

These questions will be asked by our facilitator to start your session:

• In 5 minutes, please outline your organisation, industry and the employment opportunities available
• For each panelist, please provide the audience with your career elevator pitch (1-2 minutes maximum)
• Who are your ideal candidates? What skills, experience, marks, extra-curricular activities do you look for?

These questions may be asked if the audience takes time to warm up:

• What are some examples of candidates that stood out and had a point of difference? Do you have any Swinburne alumni in your ranks?
• What does ‘a day in the life of’ look like for the roles you are currently recruiting for?
• Can you outline the basic steps in your recruitment process and the most common reasons students may or may not progress to the next stage?
• What are the three tips you would give to candidates applying for roles in your organisation? General tips, including those for students who: have previous experience or are career changers; may not meet the exact target disciplines/criteria
• Getting through the recruitment process is the first step, can you describe your expectations of a successful candidate 3-6 months into the role(s)?
• What are two things about your organisation workplace you can share with our audience that can't be easily researched?
• Do you have an example of how employee’s demonstrate your organisation's mission statement/values/purpose?
• Can you provide an example of how a recent graduate/employee’s work had a real impact for the organisation?
• How is diversity celebrated in your organisation:
  o Can you give a practical example of changes in the recruitment process/workplace you have made to support the abilities of employees living with disability?
  o What is the overall gender balance in your organisation? What about for senior leaders
  o Where do STEM skill sets fit in your organisation? What does this look like in practise?
  o How are different cultures in the workplace valued?

Equipment you will need:

• Each panelist will need a working microphone and video that can connect to Zoom to join the webinar