

# Proposed Schedule for Five-Minute Networking

## Introduction (1 minute):

Greet the person and introduce yourself.

(Suggested introductions are [included on the next page](#) for reference.)

## Elevator Pitch (1 minute):

Give a concise and engaging overview of your professional background and current role.

Highlight your key skills, accomplishments, and what you're looking for in terms of networking opportunities.

Check out [this guide](#) for tips!

## Skills and Fit Discussion (1-2 minutes):

- ◆ **Candidate:** Highlight how your skills align with the job requirements and the company's needs featured on their FGB profile and from their information session.
- ◇ **Recruiter:** Ask about specific experiences and skills that make the candidate a good fit for the position(s) that you're recruiting for.

< Extend session as needed >

## Closing and Next Steps (1 minute):

- ◆ **Candidate:** Express appreciation for the conversation and your interest in the role.
- ◇ **Recruiter:** Mention the next steps in the hiring process, such as formal applications, interviews, and/or potential timelines.

If there's continued interest, discuss the possibility of sharing additional information like your resume or portfolio.

## Suggested Introductions

### FOR CANDIDATES

*"Hello! It's a pleasure to meet you. I'm [your name], and I attended your informational session/researched your open positions. I am interested in learning more about XYZ position(s). [Share elevator pitch that highlights related experience]."*

*"Hello! My name is [your name], and I've been researching your company and noticed a strong focus on [specific value]. This caught my attention because [share related values and experiences in elevator pitch]."*

*"Greetings! My name is [your name], I've been exploring your company's recent achievements, like [mention a recent accomplishment or project]. I'm actively looking to join organizations that are committed to..."*

### FOR RECRUITERS

*"Hey there! I'm [your name and organization], and I'm thrilled to have a chance to chat with you today. Tell me a bit about yourself and what types of positions you're looking for."*

*"Hello! I'm [your name and organization], It's great to meet you, and I'm looking forward to chatting with you over these next few minutes. Can you tell me about your experiences and career goals?"*

*"Hi there! I'm [your name], and please view this as a friendly, exploratory conversation. Let's discover if [your organization] is a match for you! Can you start by sharing more about your experiences and career goals?"*

