**Speed Recruitment Event Brief**

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| **Event Title** | Speed Recruitment Event |
| **Location** | Millennium Point Campus, Birmingham City University |
| **Brief** | Three speed recruitment events taking place over three consecutive days within the following areas. Computing and IT, Business and Finance and Digital/Creative. The events offer a proven way of engaging hard to reach students with businesses, using a format which breaks down perceived barriers between non-traditional students and employers.  The students will be given the opportunity to participate in a Speed Networking event with the attending employers who are actively looking to recruit for placements/internships.  The events are intended to:   * Increase placement and internship uptake and interest. * Raise career aspirations of attending students. * Generate employment opportunities within roles and sectors of student’s choice using supply and demand. * To develop strong links with local and regional employers by showcasing the wealth of student talent at Birmingham City University. * Provides the opportunity for career exploration for students studying broad based subjects.   **Student Selection Process:**  Each student will be selected to take part in the event via referrals from the Careers and Employability teams. A CV will be submitted by the students for attending employers to review if they are deemed a match.  **Employer Selection Process:**  Our Graduate Talent Consultants are looking to utilise their relationships with new and existing local organisations who are looking to offer short term opportunities over the summer. The speed recruitment concept was first launched at a university organised Tech Networking Event held at [STEAMhouse.](https://www.steamhouse.org.uk/what-is-steamhouse/)  **Matching:**  Participants will be provided a scorecard in which employers and students will rate their compatibility at the end of each interaction. Mutual matches will be calculated by team and shortlists of matched students will be sent to employers within 24 hours of the event, along with CVs. The team will then liaise and coordinate with employers and students on final interviews. |
| **Event Agenda and approx.’ timings** | *Event Duration -3 hours*   1. Registration/Tea and Coffee 2. Welcome (5 mins) 3. Introduction by Event Host (5 mins) 4. Speed Recruitment Brief (5 mins) 5. Speed Recruitment Session (1.5 hours) 6. Networking – Lunch provided (45mins) |
| **Space and Equipment** | * Large room/number of rooms close together or open space if possible. Lunch to follow Speed Networking Event * Room for briefing and prepping students before event begins * Tables and Chairs * Photographer/Videographer to film event and take photos * Registration area at reception of building to welcome employers onto campus |
| **Resources** | * Name Cards * Welcome pack for employers * Score sheets for matching * Pens/ Paper for note taking * Microphone * Bell/Whistle * Interview question guide for employers * Student workshop preparation presentation * Catering * 4-6 staff to help facilitate the event depending on numbers |
| **Finances** | * Catering * Equipment – Microphone, Bell etc * Collateral – Printing costs - Name Badges, Score Cards etc. Parking costs for employers. * Event Host (if external) |
| **Key Considerations** | * The event will not work will large numbers of participants – a maximum of 20 employers/students * Consider bolting the first event onto an existing careers fair to engage employers with the model * Planning ahead is key – space and timing is essential as the event can be logistically complex * When recruiting employers you can offer the event as a first screening for companies with stringent recruitment processes * Employers may require support when preparing for the event, e.g. matching activity during the event * When preparing students for the speed networking, a soft touch approach is more useful so not to deplete any confidence or exasperate nerves * Ensure you have a contingency plan for no shows * Aftercare – further and additional support will need to be provided to students and employers as they embark on the final round of interviews for live positions * Keep all of your employers together- timing is key especially if it is part of a wider event * Contingency plans for no shows from both employers and students – this can have a detrimental effect on the event due to timings * Be sure to monitor interactions where possible to look out for any issues i.e. students who may be finding the experience overwhelming * Make sure the ratio of opportunities to student interest is balanced * The more time you have to plan the better – recruitment for live jobs can be difficult to turn around if you have less than a month * Keeping students engaged and committed during pre stages of the event. Telephone calls to reconfirm attendance shortly before the event is beneficial |
| **Success factors/measures** | * Positive matches leading to employment directly through the event * Employment gained indirectly post event due to raised confidence and resilience and additional support * Positive employer and student feedback * Development of stronger relationships with existing employers * Raise in confidence/resilience even if a work opportunity has not been gained |