Birmingham City University

Invites you to join us at:

Speed Recruitment 2018

17:30pm -8:00pm

Tuesday 13th March 2018

The Boardroom, City Centre Campus

*Represented by second year students looking to secure a yearlong or summer placement*

**GETTING STARTED**

You will be asked to provide some information about your business and role(s) so that we can promote your attendance at the event.

The information provided will be used to source suitable students based on the skills and competencies you have identified.

**THE EVENT**

On arrival, you will be greeted by the Speed Recruitment host and will have the opportunity to network with other local businesses at the drinks and canapé reception once the speed activity has taken place.

**HOW SPEED NETWORKING WORKS**

It’s organised chaos – energising and fun!

Participants are split into two groups – employers and students are seated at tables opposite each other. You will be given a scorecard to make notes of your individual interactions throughout the event.

Each interaction will last no longer than 5 minutes. After this time, a bell will ring alerting the students to move on to the next employer.

**AFTER THE EVENT**

Please remember to hand your scorecard to a member of staff before you leave the event. The mutual matches will be calculated by the team and your shortlist of matched students will be sent to you via email.

Our team are also happy to assist you with arrangements of follow up interviews with your matched students.

**BOOKING FORM**

**Please complete the attached booking form and return to** [**shanna.hardy@bcu.ac.uk**](mailto:shanna.hardy@bcu.ac.uk) **by Friday 2nd March 2018.**

**Please note: Spaces are limited and will be offered on a first come first served basis.**

**ADDITIONAL INFORMATION**

There is no charge to attend the event. Drinks and canapé reception is included.

Please do not hesitate to contact me on 0121 202 2494 if you have any queries, I look forward to hearing from you.

Kind regards

Shanna

**Looking to get ahead of the competition?**

**Come along to our Employer Speed Networking event!**

This will be a fast and fun way for you to meet some of the most proactive and innovative focussed employers in the region, giving you the opportunity to sharpen your interview skills and meet friendly employers looking to offer students some extra support to improve your confidence and help you find employment!

**Employer Speed Networking**

**09:45 to 10:45**

**Wednesday 8th November 2017**

**City Centre Campus**

**Application deadline: Tuesday 7th November 2017**

Confirmed employers include: Enterprise Rent A Car, Metro Shipping, Pinewood Technology, South Staffordshire NHS, Midland Heart, Turner & Townsend… plus many more!

Did you know that many of the employers are recruiting from **ALL** degree backgrounds!

**GETTING STARTED**

The first step is to send a CV to: [shanna.hardy@bcu.ac.uk](mailto:shanna.hardy@bcu.ac.uk) by **9am** on **Tuesday 7th November 2017**

**Please note: spaces are limited and will be offered on a ‘first come first served basis’**

**AT THE EVENT**

It can be very daunting for students who have never been through professional interview processes before.

This is your chance to increase your confidence by getting an informal insight into what employers are looking for.

Students are more likely to pass an interview and secure a placement if they have had some practise beforehand.

**HOW SPEED NETWORKING WORKS**

It’s organised chaos – energising, and fun!

Participants are split into two groups - employers and students, and are seated at tables facing each other.

Each interaction will last no longer than 5 minutes. After this time, a bell will ring alerting graduates to move on to the next employer.

Once the Speed Networking is over, there will be time to reconnect with employer in more detail at Business & Finance Careers Fair & Computing, Engineering & Built Environment Fair starting at 11am at Millennium Point.

**Please note that many of the employers at the Careers Fairs will be recruiting from ALL degree backgrounds!**

If you are not already registered to attend – please feel free to book on to our:

**Business & Finance Careers Fair**

11am – 3pm

Wednesday 8th November 2017

Millennium Point

Book @ <https://www.eventbrite.co.uk/e/business-finance-careers-fair-cc-location-millennium-point-tickets-38576607672>

**Congratulations, you application has been successful!** We would like to formally invite you to:

**Speed Recruitment – Computing/ IT**

**11:45pm – 4pm**

**Tuesday 5th June 2018**

**Curzon B – C581**

**Event Running Order**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Time** | **Room** |
| **Event Preparation (Mandatory)** | 11:45pm – 12:30pm | Curzon B - C585 |
| **Event Welcome** | 12:45pm – 13:00pm | Curzon B - C581 |
| **Speed Networking** | 13:00pm – 15:00pm | Curzon B - C581 |
| **Refreshments and Selections** | 15:00pm – 16:00pm | Curzon B - C581 |

**Before the event**

We have organised a quick ‘**Event Preparation Session’** to help you make the most out of the event and ensure you are ready to leave a lasting, favourable impression on the employers! This will take place in **C585 (Curzon B),** please arrive at Curzon reception on Level 0, 10 minutes beforehand. A member of staff will bring you up to the room so you don’t get lost as it is a bit of a maze!

**At the Event**

In pairs you will have the opportunity to meet 10 – 12 employers during the Speed Recruitment session and can have further discussions over some refreshments once the event has finished.

You will be provided with a matching card and once each interaction has finished you will make a note of whether or not you are interested in the opportunity and organisation. Once the event has finished, you will then be given a scorecard to select your top 5 preferences from 1-5.

**After the Event**

Hand your scorecard to your host before you leave the event. The mutual matches will be calculated by our team and your CV will then be sent to employers that you have matched with!

*All the employers are advertising live opportunities within the Birmingham and the local surrounding areas*

**Marketing**

***Please let it be known to the event host if you do not wish to be included in the photography or video being produced at the event for promotional purposes.***

**Commitments**

Please note that this is an exclusive event and has been popular with students. If you are unable to commit, then please notify Shanna Hardy as soon as possible so the place can be offered to someone else. Don’t forget to dress smartly so that you can leave a good impression with employers.

**Queries**

**Now that your place is secured, please reply via email to book your space for the Micro Placements Speed Recruitment Event 2018.**

If you have any queries, do not hesitate to contact me via email [shanna.hardy@bcu.ac.uk](mailto:shanna.hardy@bcu.ac.uk) or telephone 0101 202 2494.

I look forward to seeing you on Tuesday 5th June 2018.

Kind regards

Shanna

**Resource List**

|  |  |
| --- | --- |
| Sign in Sheets – Employers and Students |  |
| Name Badges – Employers and Students |  |
| Confidence and Resilience Surveys Pre/Post |  |
| Match cards (for event) |  |
| Match cards (after event) |  |
| Employer Welcome Packs |  |
| Student Welcome Packs |  |
| Bell/Whistle |  |
| Background Music |  |
| Employer signs (for tables) |  |
| Job Descriptions (for tables) |  |
| Table Cloths |  |
| Table in reception |  |
| Table on 5th floor |  |
| Water |  |
| Preparation Presentation |  |
| Welcome slide for event rooms |  |
| Catering |  |
| Wi-Fi Codes |  |
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