

Frequently Asked Questions for *Career Conversation Meetings*

Question: What is the purpose of these meetings?

Answer: The purpose is to provide you with a networking opportunity to meet with a representative from a school or unit at Harvard that you would like to learn more about. Through this conversation you can explore whether or not you might be interested and qualified to pursue future career opportunities in this school or unit.

Question: What should I be taking away from the meeting?

Answer: An understanding of a different part of the University and the variety of work being done at Harvard. Ask yourself, what you learned about the school/unit that you didn't know before the meeting. Hopefully, you'll leave having met someone you can add to your professional network at Harvard for future contact.

Question: How do I know what to say during these meetings?

Answer: Review the [Preparation Checklist](#). Research the school/unit you are visiting to get an idea of how they are structured and their key initiatives/activities and big "news". Also, and look in ASPIRE to see how many open jobs they have – just so you have an idea. Be prepared to tell the person you are meeting with a little bit about yourself, your skills and experience and why you are interested in visiting that particular school/unit. Prepare three to four questions that you would like to ask to find out more about the work being done.

Question: Will someone review and critique my resume during this meeting?

Answer: You will be most likely be asked to provide a current resume prior to your meeting. The Human Resources representative you meet with will use your resume to become familiar with your work experience, and may be able to provide some quick feedback on the overall effectiveness of your resume. *There will not be time for an in-depth critique of your resume/cover letters.*

Question: Is it okay to ask how hiring is done in this school/unit?

Answer: Yes. You can ask if applicants are screen by Human Resources first; by the hiring manager first or if the process varies depending on the position.

Question: Will the Human Resources representative keep me in mind for future jobs in that area if I have this meeting?

Answer: Not necessarily. However, it may be that the person you meet with will suggest that you check on ASPIRE for positions in that school/unit that interest you. It will still be your responsibility to research postings and to follow up and apply.