



IN THE FIELD HOST GUIDE

Thanks for your interest in being a host for an In The Field!
In preparing for the visit, keep the following in mind.

IN THE FIELD ACTIVITIES INCLUDE:

- **Q & A panel** with 3+ members of your team who represent various roles and/or departments
- **Office tour** to show your workplace culture in action
- **Reflection activity** facilitated by our team



BEFORE THE EVENT:

Review the objectives and purpose of the event

Logistics:

- Email careerexploration@utoronto.ca your organization's main contact's email/phone
- Collaborate to design an engaging tour and itinerary for your workplace.
- Confirm commute information (parking, entrances etc.) and security procedures/gear arrangement

Enlist alumni or UofT associated employees for the tour and panel/networking portion. Provide an overview of your partnership, what to expect during the tour, their role, and why their engagement is vital.

Arrange for refreshments or merchandise, should you wish to!



DURING THE EVENT:

Overview: Speak about the business, its operations, offerings and what to expect during the event.

- Provide instruction in workplace safety, if needed, and an orientation to workplace norms.

Opportunities: Talk about entry-level recruitment and careers at the company.

- Make sure students are exposed to a range of career options in your industry and let them know what it will take for them to be hired when they complete their education and training.

Panel & Networking: Have students observe, hear from, and speak to employees with different levels of responsibility and roles in your company. See if any of your employees are connected to the school in some way and encourage those individuals to talk with the students.



AFTER THE EVENT:

Debrief with your team

Share **feedback** with the UofT team to improve future In The Field's in promoting your company's visibility either via a follow-up meeting or email

Explore ways to **further engage** students via hosting students for Job Shadowing or internships, interview prep events or information sessions!



Please email
careerexploration@utoronto.ca
with any questions.