

How to KP

MARTIN OTTH – FORMER KONTAKTPARTY PRESIDENT

On March 8th, the Kontaktparty will open its doors for you again. This gives you the opportunity to talk to company employees directly and easily. This year, 79 companies will be present and ready for your questions. In addition, the Kontaktparty team will present you a start-up event as well as several other side events, which will take place around the Kontaktparty. Here are some thoughts about proper event preparation.

Kontaktparty 2010, Polymensa

NOTE: The Kontaktparty 2014 will take place in the Polymensa!

Know what you are looking for

The first step in preparing for a recruiting event is to know what you are really looking for. Is it a full-time employment, a part-time job, an internship or are you just screening the market? If you are looking for an employment, I do really recommend you to have an up-to-date CV at hand. Gregor Wegberg wrote a neat article on CVs in the Visionen issue "Beginn", 05/13. I think it's a pretty good a guideline how to keep your CV clean and professional.

Also, spend some thoughts about which area you might want to work in and what you might want to do in the future. Do you prefer working in small company or rather in a large business concern? Does working abroad entice you?

The booklet

Inside the booklet you'll find a page for each participating company where they get the opportunity to present themselves to you. It's a good idea to pick up a copy at the VIS office some weeks before the main event. Take your time to browse the company statements. Mark the ones you find especially interesting, take notes, and write down your questions if you have any. Check out the company's web page if you



need additional information or if you are particularly interested in a company.

Being already somewhat informed about a company beforehand gives you an edge at delivering a good impression towards the company representatives.

Knowing what you want and being properly informed about it is key to delivering a good performance. Many companies noticed students with a deficit in that very area and mentioned that on the feedback forms. Be smart and use this to your advantage!

And yes, there is a booklet for start-ups too. Keep an eye out for it at the Kontaktparty welcome desk.

The side events

If you are a German speaking student, the side events are a good opportunity to get additional information on the current employment market and application procedures. You'll find a

list of all the side events in the booklet. These include a fair training, CV checks, an interview training, and a talk on career perspectives. Be aware that some side events do take place before the main event.

The Kontaktparty

One of the big questions is always what to wear. First of all: You have to feel comfortable about what you are wearing. A masquerade will be quickly and easily revealed. Nevertheless, try to be well-groomed in your personal style. Also note that different companies have different internal "dress codes". So if you have a very specific business area in which you are interested, it might be beneficial to dress accordingly.

During the event it's a good idea to check your notes and questions again before heading to a particular company. This is a good opportunity to write down some impressions you have from the former conversation with another company and to get your mind ready for the

next one. You might be happy about the notes on your impressions at a later point in time.

Sometimes you'll be asked what your specialization is. Hence be ready to shortly summarize your studies and interests if asked. It's a good idea to train this summary before the event a couple of times. That way you feel comfortable doing it.

Have some copies of your CV with you. If a company seems to fit you, ask them if you could leave a copy of your CV with them. Also ask the company's representative you talked to for a business card or other contact information. It's also a neat idea to have a pen ready and to add some personal notes on the business card as you receive them.

Now you are ready to start your conversation. Maybe you should not start with your hardest question. Why don't you start with a nice "Hi, how are you?"

Best of luck!



Möchtest du wissen, wie es ist, bei einem Start-Up mitzuarbeiten?
Oder dich bei einem Start-Up bewerben?

startups@KP

Samstag, 8. März 2014

13:00–16:00, Polymensa

Parallel zur Kontaktparty

Mehr Infos zu den teilnehmenden Firmen im Downloadbereich unserer Webseite
www.kontaktparty.ch oder am KP Welcome Desk.