**Employer Presentation Plan**   
Complete plan prior to meeting with the employer Reference material from module 9

SME Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company you are meeting with : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Industry of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the person you are meeting in person with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| * + - 1. What is the purpose of the meeting? (why are you meeting)       2. What is the expected outcome from the meeting? (hope the next step could be) |

Questions you’d like to ask of the employer about company, hiring practices, position, etc. (At least 5)  
*Questions you ask should help gather information about the company, job and to achieve meeting purpose/goal/outcome.*

|  |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

Information you would like to bring to the employer’s attention

- Establish credibility (experience, stats, services you may provide, information to eliminate unspoken reservations, etc.

|  |
| --- |
|  |

Information you’d like to share about the job seeker (Remember 333 mini-profile – experience, skills, personality traits, interests) OR your job seekers in general:

|  |
| --- |
|  |

Marketing material you plan to give employer (Business Card, Brochures, Fact Sheets, Resume, etc.):

|  |
| --- |
|  |

Other info if appropriate and Closing Ask:

|  |
| --- |
|  |

**Prepare for Objections:**  Identify 2 possible employer objections, stalls or concerns an employer may have and prepare your response using the outline below. Reference material from Module 9.

1)  **Employer Question/Statement- (Disability/Job applicant related)**

|  |
| --- |
|  |

Underlying Concern: (what do you think the real issue is?)

|  |
| --- |
|  |

Clarifying Question-(Learn more: ask a question to gain understanding about what they are thinking.)   
Start the question with a statement of understanding.

|  |
| --- |
|  |

Information/ Resources (facts and resources you can use/reference to write your reply)

|  |
| --- |
|  |

Your Reply –(Start your reply with an inclusive response/statement of understanding )

|  |
| --- |
|  |

2) **Employer Question/Statement (Industry/Occupation or Company related):**

|  |
| --- |
|  |

Underlying Concern: (what do you think real issue is?)

|  |
| --- |
|  |

Clarifying Question-(Learn more: ask 1 question to gain understanding about what they are thinking.)   
Start the question with a statement of understanding.

|  |
| --- |
|  |

Information/ Resources (facts and resources you can use/reference to write your reply)

|  |
| --- |
|  |

Your Reply –(you must start your reply with an inclusive response/statement of understanding )

|  |
| --- |
|  |