**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| * + - 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)
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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.*

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| 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.

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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:

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

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Other info if appropriate and Closing Ask:

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**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)**

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

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

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

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

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

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

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

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

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

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