

Career Connect Programme

**How to prepare yourself
effectively for speed-meetings?**

Introduction

This guide will help you to:



build a strong
pitch



prepare for common
speed-meeting
questions



feel confident during
your speed-meeting
sessions

You only have 6 minutes with each recruiter. Therefore, your introduction should last no more than 90 seconds.

Speed-Meeting

The recruiter

Looking for the right candidate

Wants to understand your skills,
personality and motivation

You

Looking for the right opportunity

Want to highlight your strengths,
explore the role and see if it
matches your interests and goals

It's a two-way conversation, not an exam.

Speed-Meeting

Behind each question, recruiters are asking themselves:

- Can this person do the job?
- Will they fit our team?
- Are they motivated?
- Do they bring value?

They also look for:

- Adaptability
- Interpersonal skills
- Curiosity
- Strong learning agility

Pitch

Most short-meeting sessions will begin with this question:

Tell me about yourself.

Preparing your pitch will help you answer this question confidently.

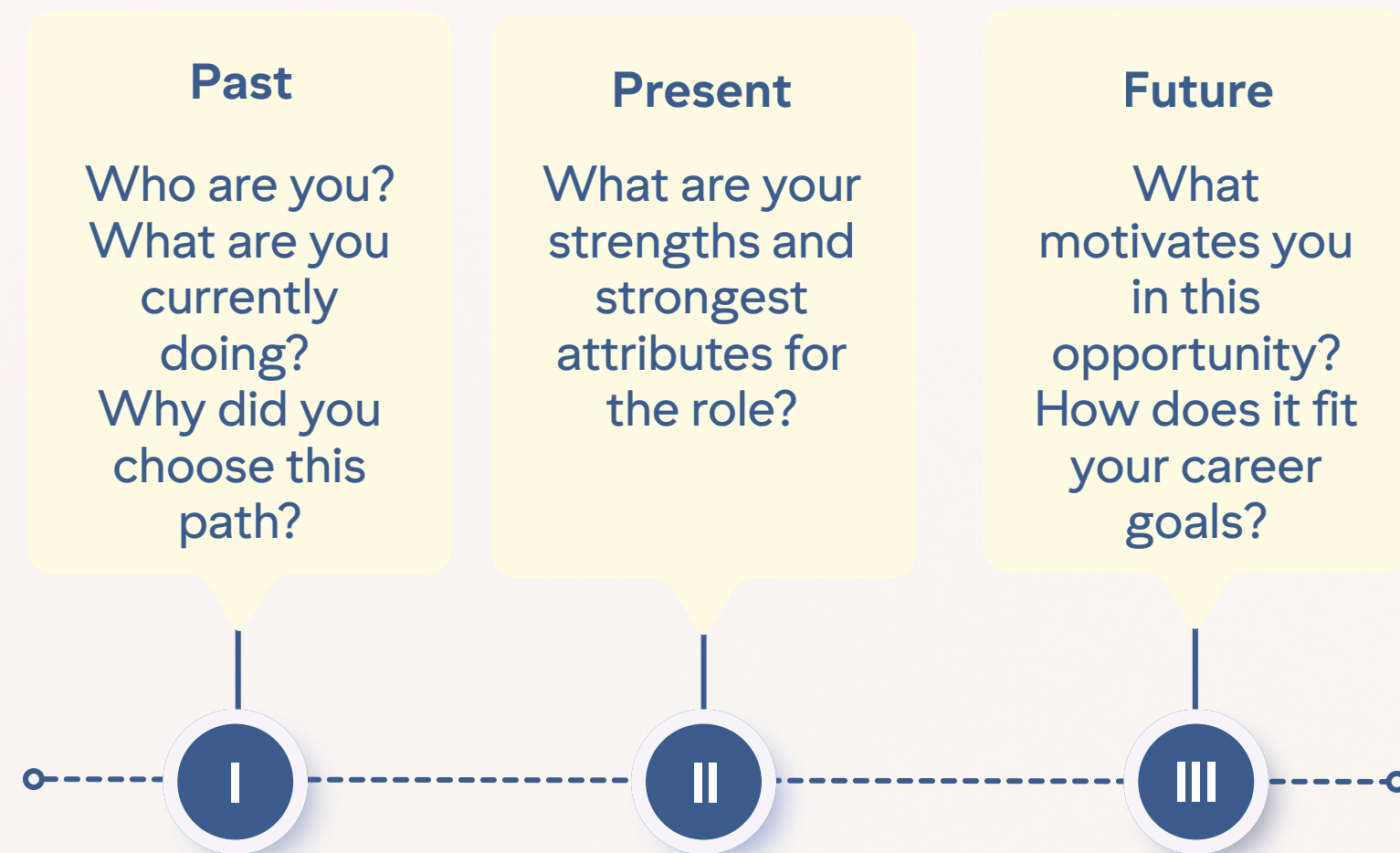
The goal:

- Capture the listener's attention and leave a positive impression in a short amount of time.
- Express your unique value proposition tailored to the position and company.

Max 90 seconds!

Pitch

Structure:



BONUS: Finish with one memorable detail about yourself!

Example*:

My name is [name] and this year I will be completing my Master of Finance. I chose to specialize in Corporate Finance because I'm captivated by financial analysis and I'm good with numbers.

Last year I got involved with the HEC Finance Club, where I gained practical experience analyzing market trends and making recommendations. I've also done various projects simulating investment scenarios and assessing risks.

During the Career Networking Fair, I spoke with a colleague from your company and I discovered [...]. It became clear to me that working at your company would be an incredible opportunity to learn from a team of experts, and to contribute to a mission that resonates with me.

Outside of academics, I enjoy running and taking part in local races, which has taught me self-discipline and how to maintain focus on my goals... rain or shine! So that's me in a nutshell, and I'm pleased to be here to discuss this internship with you.

*Please note that this example is for illustrative purposes only.

Pitch Checklist



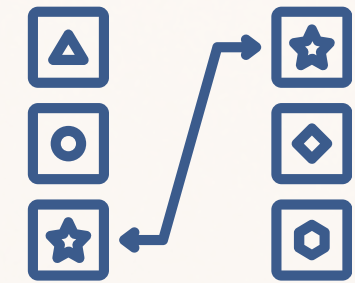
Concise: 90 seconds maximum!



Your best attributes (2-3) clearly articulated



Your interest & motivation expressed



Tailored to the position / company



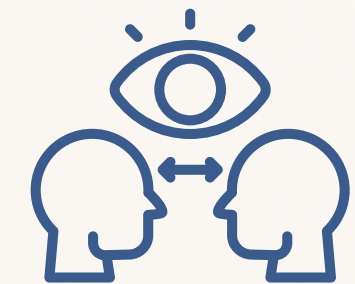
Easy to understand, with simple language



Practiced aloud to sound natural



Genuine, true to yourself



Positive body language: smile, eye contact & good posture

Pitch Clinic

Practice your pitch in a small group of 4 people.
Come ready to give and receive constructive feedback, learn and improve.



For an optimal experience, come prepared!

Note that the Pitch Clinic will be in English, but you should also be able to pitch yourself in French!

How to answer questions?

Your pitch opens the conversation. But the meeting doesn't stop there.

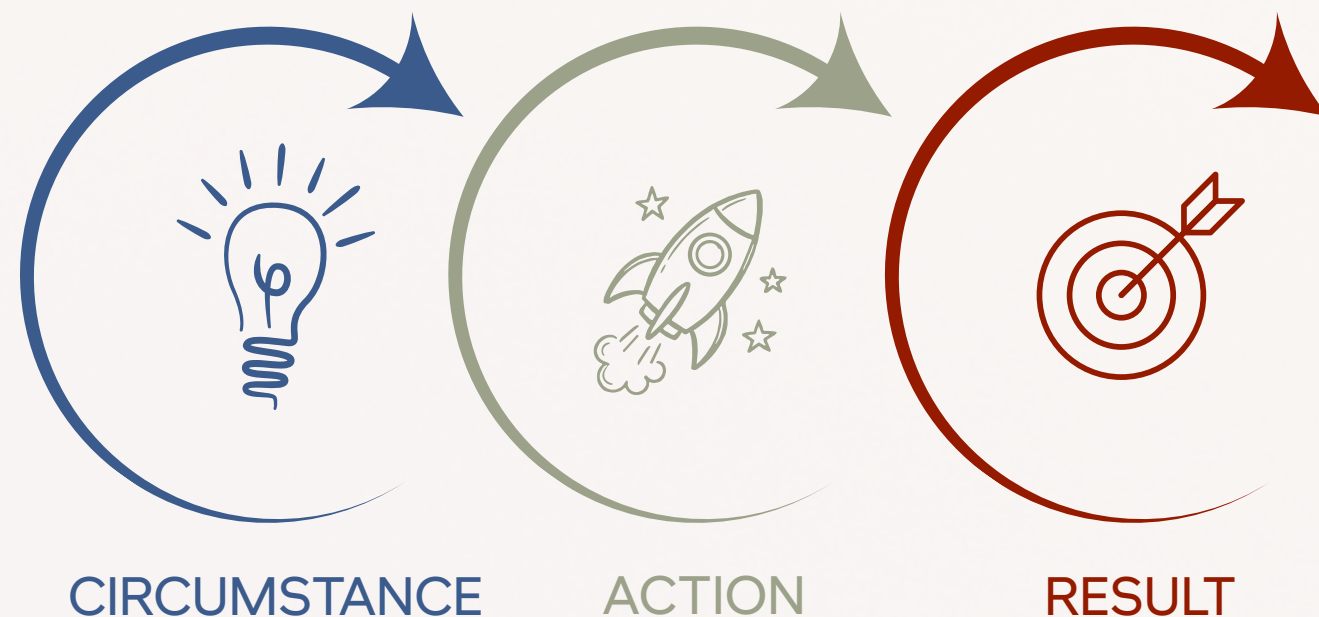
Recruiters may ask questions about your skills, experience or how you handle different situations.

Let's see how to structure your answers effectively. 

The CAR Method

The CAR Method

This method is a simple but powerful way to structure your answers to recruiters' questions and demonstrate how you handled real situations.



1. What circumstance did you face?
2. What action did you take?
3. What result was achieved? (or what did you learn?)

If you don't have much professional experience yet, you can draw examples from your academic projects, student associations, volunteer work, or even personal projects and hobbies. The key is demonstrating relevant skills and how you overcame challenges.

The CAR Method

Example:

Question: Tell me about your analytical skills.

Circumstance:

As a member of my university's finance committee, I was responsible for helping to manage the annual budget and track expenditures for student events.

Action:

I analyzed spending patterns, compared them to our allocated budget, and identified areas where we were overspending. I then created a detailed report with recommendations for cost-saving measures.

Result:

My analysis helped the committee reduce costs by 10%, so we could stay within budget for the rest of the year. This experience improved my ability to work with data & make strategic financial decisions.

The CAR Method

Example:

Question: Tell me about a time when you had to handle several commitments at once.

Circumstance:

Last semester was particularly demanding: three deadlines for my Master's in one week, a student association event to organize, and a part-time job.

Action:

I listed everything and asked myself which tasks nobody else could do. The association event was the one where I could delegate, so I handed the logistics to two members and kept only the programme. For the deadlines, I started with the assignment I understood least, because that was where I might need to ask for help.

Result:

Everything got delivered, and the event ran without me being there the whole day. What I learned from this experience is that I now sort tasks by "who else can do this" before sorting them by urgency.

Before D-Day

Research

- about the company values, services, news
- about the position, key responsibilities, required skills

Prepare

- your pitch
- some examples of concrete situations you've faced
- some tailored questions to ask (for example: about the role, the culture, the industry, the management, the coworkers or the next steps)

Plan

- your outfit
- your route
- your arrival time

Use the job description as
your preparation guide

During D-Day

Authenticity matters more than perfection.

Stay genuine to find a job that fits you!

- Smile
- Listen
- Be curious
- Speak clearly
- Be yourself

You're not expected to have all the answers.
Focus on showing curiosity, motivation and willingness to learn.

Final Tips

Speak clearly and not too fast!

Potential challenge

Not enough time

Intense and fast paced

Solution

- Have your pitch ready
 - Practice clear, concise answers
 - Ask informed questions
 - Listen attentively
-
- Be well-rested to maintain energy & focus
 - Take short breaks whenever possible
 - Have water or small snacks on hand

Final Tips

Potential challenge

Unhappy performance

Nervousness or anxiety

Solution

- Let it go and stay in the moment
- Each meeting stands alone, so don't let one poor interaction spoil the rest
- Adopt a learning-by-doing mindset
- Breathe deeply
- See each meeting as a two-way exchange
- Listen and give recruiters space to speak, making the exchange feel natural
- Smile, it eases tension for both sides

Career Connect Programme

See you at the Pitch Clinic!



Career Center
by HEC Lausanne