

Career Connect Programme

**Tips For Your Speed-Meetings &
Informal Networking**

Introduction

This guide will give you tips on:



attitude & body
language



dress code



informal
networking

The advice on attitude, body language and dress code is useful not only for your speed meetings but also for informal conversations and interviews.

Attitude

- Shift your mindset from “I need to impress” to “I’m here to learn”.
- Curiosity lowers the pressure and makes conversations easier to start.
- Professionals were once students too. Be friendly and authentic, not overly formal.
- You don’t need all the answers, just stay open and willing to learn.
- Give the other person your full attention and listen actively to what they share.
- Ask follow-up questions and nod to show you're engaged. Active listening is key to building rapport and making the conversation feel natural and meaningful.

Confidence starts with a breath. If you’re feeling nervous, take a few deep breaths before starting the conversation.

Body language

Positive body language helps you appear engaged and professional, even if you feel nervous! Recruiters notice your non-verbal cues, often before you even speak.

- Smile, be pleasant and open.
- Maintain good eye contact without staring.
- Sit up straight on your chair.
- Show interest and enthusiasm through your tone and gestures.
- Speak clearly and at a steady pace.
- If the opportunity arises, offer a firm handshake

Don't try to impress... be yourself!

Dress Code

- A well-chosen outfit will enhance your image and boost your confidence.
- Choose a polished and professional outfit that reflects your attention to detail and readiness.
- Avoid overly casual clothing to present yourself in the best light.
- Dress for the position and company.
- Make sure your outfit is ready: clean and wrinkle-free!
- Try on your outfit beforehand to make sure you are comfortable.
- When in doubt, remember:

To make a good impression (and feel confident), it's often better to be slightly overdressed than underdressed.



Informal Networking

During the Meet&Match, you will have two networking breaks, giving you the opportunity to connect with other company representatives in a more informal setting.

The following pages offer advice to help you prepare for these exchanges and feel confident.

Why Networking Matters?

Networking is about connection: talking with others to exchange ideas, learn from their experiences, and better understand the world of work.

It's a two-way street: professionals also gain fresh perspectives and valuable insights from these conversations.

Every interaction is an opportunity to make a positive impression. Even if a conversation doesn't lead to an opportunity right away, the connection you make today could open a door in the future.

Why Networking Matters?

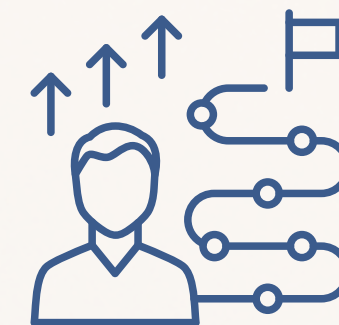
Conversations with professionals can give you:



a clearer picture of
what different roles
actually involve



an inside look at how
companies operate



real stories of how people
built their careers

You might uncover paths you hadn't considered, or rule out ones that aren't the right fit for you. Conversations with professionals provide insights helping you make more informed decisions.

What to ask?

If you're speaking with someone from a company that interests you, consider what draws you to the organization.

- Do their mission and values resonate with you?
- Are you interested in finding out about different career options in areas such as consulting, finance, sustainability, or digital transformation?

Adapt your questions to the role of the person you're speaking with (e.g. HR or a hiring manager).

What to ask?

Open-ended questions...

...show sincere interest and invite the other person to share their experiences, insights, and advice, moving beyond yes/no answers.

- "What helped you choose your current role?"
- "What challenges are you currently facing?"
- "What do you enjoy most about your work?"
- "How did you get into this role?"

These kinds of questions show that you're truly interested in the other person's journey. Most professionals enjoy talking about their path, it often leads to a more relaxed and natural conversation.

Not So Good

- What does your company do?
You should already know this!
- What can you offer me?
You are not shopping!
- What employee benefits does your company offer?
(Avoid salary & benefits)
- Avoid asking information that is easily found on their website.

Good

- What is your recruitment process like?
- Does your company recruit on a continuous basis, or only during certain times of the year?
- Which skills are important to succeed in your company?
- What kind of profile is a good match for this position?
- What do you personally like most about working for this company?

How to prepare?

Start by
knowing
yourself

I

- What you're interested in
- What you enjoy
- What you're hoping to learn

Find out about
the **company**
you are going to
meet

II

- Look up the company's website, news, blog or LinkedIn page
- Refer to a recent presentation or initiative they were part of
- Think about what connects your interests with their work

Try tailoring
your **questions**
to show you've
done your
research

III

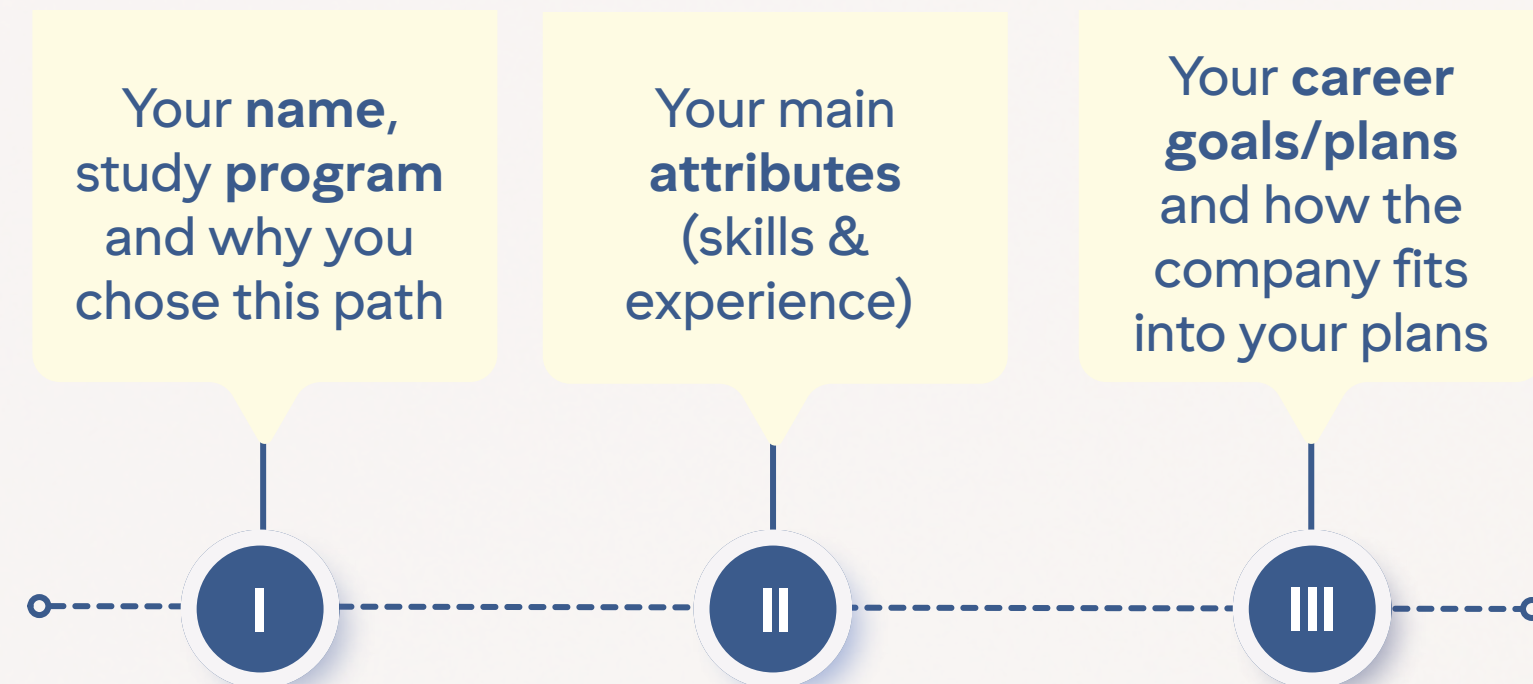
Examples:

- "Your company's focus on digital innovation stood out to me. What skills do you think are most important for someone starting out in that area?"
- "I read about your company's sustainability strategy. That connects with a course I'm taking; how do you see this area evolving in the coming years?"

Your Pitch

- Clear and concise oral presentation (~90 seconds) of your profile and professional goal.
- The goal is to create interest and make a good/memorable impression!

Steps:



Practice with a friend or family

Adapt your pitch

Your pitch should be adapted to the situation. A job interview and an informal networking conversation call for different approaches.

Speed-Meeting / Interview

Main objective: Demonstrate that you are the right person for the position.

Content and approach:

- structured
- professional
- motivation-driven
- aligned with the requirements of the role

Networking

Main objective: Build a connection and start a conversation.

Content and approach:

- informal
- professional
- open/curious
- exploration-oriented

Examples

Max 90 seconds!!

Speed-Meeting / Interview

My name is Léa, and I am a Bachelor's student at HEC Lausanne. I have been interested in marketing since the beginning of my studies. I am currently the Communication Manager within the HEC Committee, where I am responsible for promoting our activities.

Naturally creative, I also have strong organizational skills, especially when it comes to coordinating various campaigns. In my role within the committee, I have learned to plan, manage deadlines, and produce content that engages our student audience.

I would like to develop further in digital marketing, ideally in a role where I can combine content creation with performance analysis. This internship fits perfectly with the career path I wish to pursue.

Networking

Hello, nice to meet you, thank you for taking the time to meet me. I'm Léa, a marketing student at HEC Lausanne, and I have been interested in marketing since the beginning of my studies. I have the opportunity to serve as Communication Manager within the HEC Committee, which has been a very enriching experience.

I am currently particularly interested in digital marketing.

End with an open-ended question to engage the other person, like:

How is the Marketing department structured here?

What are the current challenges in digital marketing?

Do you have any advice or an experience you could share?

After each discussion

- Thank the person and ask them if you can connect on LinkedIn
- Write down the person's name and company
- Keep track of the points that you discussed which may be useful in the future

If you want to send a thank-you message on LinkedIn, include a positive point from the discussion and write a personalized note.

Example: "Hello or Dear Ms./Mr. [Name], Thank you for taking the time to speak with me today. I really appreciated learning more about your experience in [industry/role], and your advice on [specific topic] was very helpful."

Recap

Before M&M

Anticipate &
Prepare

On D-Day

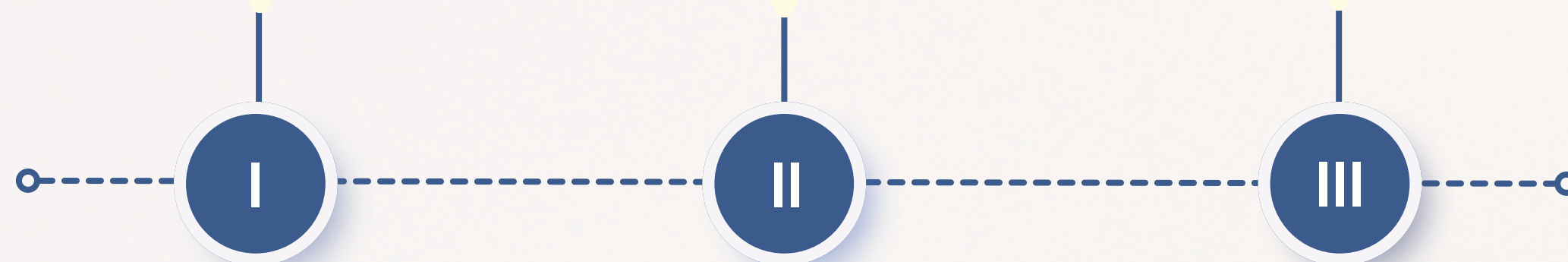
Build / expand
your network

After M&M

Make the most
of your
connections

Dare to step out of your comfort zone, and initiate discussions.

The companies are there for you and they are looking forward to meeting you!



Remember

Networking isn't about having a big personality, it's about showing genuine interest. Even if you're introverted or shy, a bit of preparation can go a long way in helping you feel more confident.

You don't need to have all the answers or say things perfectly. The goal is not to perform, but to show curiosity and initiative.



Career Center
by HEC Lausanne