**Information Session Template**

Staffing for Info Sessions:

* At least one senior organizational leader to present the Info Session Powerpoint
* All managers who have open positions
* At least 3 additional staff who will be working with the new hires (to serve as tour guides and help with observation)

At each info session, be sure to have the following supplies:

* Printout of all registered attendees
* Nametags and markers
* Food and drinks – have snacks sitting out for guests as they arrive – it gives you an opportunity to see how they interact socially
* Powerpoint presentation about your organization & culture
* Projector
* Chairs for all attendees
* Clearly marked baskets or boxes for completed applications and resumes, marked by the title of the open positions
* A stack of blank job applications
* Pens

**Sample Agenda for Info Session**

5:00 pm – 5:30 pm – Attendees arrive, complete nametags, find a place to sit, and help themselves to refreshments

5:30 pm - Welcome and Introductions of Staff

5:45 pm - Presentation on Organizational Culture, Core Values, and Mission

6:00 pm - Discussion of Open Positions and What We’re Looking for

6:20 pm - Q&A as a group

6:45 pm - Facility Tours: Split into small groups of 4 – 6 people each, led by staff

7:15 pm - Complete and Submit Applications

7:30 pm – Event closes