How to Create a Successful Career Insights Panel

In order to plan a successful career insights panel, you will need to:

- Select a panel topic from the list below.
- Contact your Chapter Advisor to discuss your ideas.
- Review and follow the blueprint for planning a successful event.
- Select leaders to market your panel and recruit panel members, as well as host and moderate your panel.

Host Duties Include:
- Room selection and reservation
- Technology request and set up (Will you need a mic for the moderator and for the speakers?)
- Room set up (Panel Table and Nametags for Panel Members)
- Greeting and tracking attendees

Moderator Duties Include:
- Welcoming the panel members
- Discussing the parameters of questions with the panel members and their answers
- Introducing the panel members
- Preparing 5 - 10 questions for the panel in case questions from the audience wane
- Requesting and balancing questions from the audience members
- Selecting panel members to answer questions - Don’t be shy about asking a panelist to keep their answer short or to wrap up their thoughts. Make sure before the panel that your panelists know you may interrupt an answer that is running too long. Also don’t hesitate to allow more than one panelist to answer the same question. Sometimes the audience will learn more from the debate or contradicting responses than from the original response.
- Concluding the panel discussion with an overview of the More applicable statements or comments from the audience and panelists
- Say thank you to the panelists and attendees - It is always a good gesture to provide the panelists with a thank you gift.

Panel Development Includes:
- Requesting a short bio from the panelists for introductions
- Allowing the Chapter Advisor to direct you to the appropriate resources, including the alumni network database, faculty or staff members with contacts or interests in the subject matter, or local employers and community leaders
- Creating a balance among your panel members in regards to the organizations they work for, their gender, and their relative experience levels and backgrounds
- Providing the panel members with general information about the goals of your program, a few sample questions, and the anticipated makeup of the audience
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Suggested Panel Topics

Graduate School Programs
This panel topic can be informative on many levels. You can discuss the admissions process, what you can expect and the differences from undergraduate programs, as well as what programs are available. When planning this panel you can invite graduate school admissions officers and/or alumni that have recently enrolled in graduate school.

Jobs In....
Create a panel of alumni or members of the community who fall within a specific job category or major.

Diversity in the Workforce
Host a panel of career professionals to talk to about how to relate and interact with people of different gender, race, creed, nationality, sexual orientation.

Finding an International Job or Internship
When building this panel you can recruit:
- Students who have worked overseas in conjunction with their international studies programs
- Career Services staff members
- A representative from an international job / program organization, such as:
  - transitionsabroad.com
  - internabroad.com
  - Center for Interim Programs
- A representative from an international resource, such as Vault or Going Global
- A representative from an organization that hires positions internationally, such as the Peace Corps

Working for the Government
For this panel, you can find a variety of governmental agency recruiting personnel. You can discuss the variety of application processes and different websites, such as Office of Personnel Management and USAJobs.com, as well as State Department of Labor job sites. You can also discuss different resources for Governmental Jobs. Be sure to check with the CSC for a list of resources and upcoming government career fair attendees or on campus interviewing dates.

Best Practices for Finding a Job
Host a panel of students that have successfully found internships or full time jobs and ask them to discuss their experiences.