



March 14, 2014

Ms. Jennifer Thomas

Dear Ms. Thomas,

The Howard University Alumni Club of Greater Washington, DC sincerely thanks you for agreeing to serve as a panelist in its signature program, "Backpacks to Briefcases: A Mentorship and Alumni Networking Program" on Tuesday, March 25, 2014, 6:00 pm. We are excited about this event and anticipate it will be successful! Below is additional information about the event.

**Location:** The event will be held in the Forum Room of the Armour J. Blackburn University Center on the Howard University campus, located at 2397 Sixth Street, N.W., Washington, DC 20059. The Forum Room is on the first floor, immediately right of the main foyer.

**Parking:** Metered parking is available on Georgia Avenue, 6<sup>th</sup> Street, and 4<sup>th</sup> Street. All other parking is by permit only. Visitors needing a handicapped accessible parking space will be directed by the Office of Parking and Shuttle Operations (OPSO) to a visitor space so designated. Please let me know if you need handicapped accessible parking in advance of the event.

**Panel Questions:** Please review the attached list of questions that will be presented to the panelists during the Question and Answer period. The committee will ask at least two panelists to respond to each question. Considering there are five panelists participating in the discussion, there is not adequate time for each panelist to answer all questions. Please let me know if you have any recommendations of additional questions or changes to the existing questions.

**Speed Networking:** The Speed Networking period will provide an opportunity for students to meet briefly with panelists to ask any follow-up questions or obtain advice on individual concerns. Students may also request guidance on resume writing, your availability for mentorship, and other professional guidance. Please consider in advance your availability to provide follow-up guidance after the event.

**Biographical Sketch:** The committee will prepare a brief biographical sketch of each panelist that identifies their year of graduation from Howard University and the college/school, graduate/professional degrees, brief summary of work experience, and social/professional affiliations. Thank you for your biographical sketch and photo.

If you have any questions, please contact me at [HRobin8276@aol.com](mailto:HRobin8276@aol.com) or 301-351-4856.

A handwritten signature in cursive script, appearing to read "Hazel L. Robinson".

Hazel L. Robinson

Backpacks to Briefcases Committee Chair

Howard University Alumni Club of Greater Washington, DC

## **Panel Questions**

### **Securing a Job**

- The Job Search
  - What job search methods are most successful for finding a job?
  - How soon should I start my job search?
  - What should people look for in an organization when considering a position?
- Interview Tips
  - What is the biggest turn-off to you when someone comes in to apply for a job?
  - What questions are appropriate or inappropriate to ask during an interview?
- Competitiveness
  - What traits do hiring managers look for in candidates?
  - What are key skills you should have to prepare for a career in your field?
  - Is an advanced degree necessary in today's work environment?

### **Political Savvy**

- What challenges did you face in transitioning from college to the workplace and how did you meet/overcome those challenges (e.g., dress/style, work habits, time management)?
- What are important "rules of engagement" in the workplace (e.g., establishing relationships, water cooler discussions, etc.)?
- What are some tips for successfully adapting to the culture of an office?

### **Networking 101**

- What is a mentor and how should you select a mentor?
- What types of networking events are most beneficial?
- What are successful ways to nurture those mentor/network relationships?