

**What is the Career Connection “Ask-an-Executive” program?**

We've established the “Ask-an-Executive” program to allow students to meet one-on-one with Career Services Advisory Board employers. You'll be given space in Career Services (Library 100 or at COT Campus) in which to conduct your meetings.

**How often would I need to come to MSU Billings?**

Typically, employers are on duty on Wednesday mornings. If you can give us a few hours every semester, great! Let us know what you have in mind, and we'll put you to work.

**What services would I be expected to provide?**

Ideally, we'd like you to critique student résumés and cover letters, provide advice on breaking into your industry, and conduct mock interviews. If you would like to cover additional topics, we'd welcome that. Just let us know your plan.

**Will I know ahead of time what the student wants?**

As we advertise this event to students, they will be told to bring a copy of their résumé and/or cover letter, and a list of questions for you. Faculty members of the Advisory Board will promote this opportunity to their students and other faculty may visit you as well.

**I'm not in recruiting or human resources. Should I still conduct mock interviews?**

If you are not comfortable conducting practice interviews, you certainly don't have to provide that service. If you want to try, however, we will provide training and will give you a list of sample questions and a feedback form to give students afterwards. As an industry representative, you'll have great advice for students regardless of whether or not you're actually in recruiting.

**Can I also visit classrooms?**

Yes, though that is separate from the “Ask-an-Executive” program. We can assist you in scheduling classroom visits and presentations. Availability will vary depending on faculty schedules in each academic area.

**Can I use this as an opportunity to market my company?**

Sure! While we aren't directly linking this program with on-campus recruiting, the potential certainly exists to get some great publicity for your company. You'll get to meet our motivated students, and they'll get to meet you in a relaxed environment.

We hope you will wear a shirt or name tag with your company's logo, and that you'll take the opportunity to let your students know the way things work at your organization. Students also love free stuff with corporate logos!

**How do I get started?**

Contact Lisa Wallace, Employment Services Coordinator, at 406-657-1618 or email her at [lwallace@msubillings.edu](mailto:lwallace@msubillings.edu).

We're eager for you to join us as a resident expert at “Ask-an-Executive.”