

HOSPITALITY AND TOURISM STUDENT RECRUITMENT EVENT

employer GUIDE

Thursday 20th August, 2026. Lakeside Room, HOTA

Event Set-Up

The images attached show our typical event layout.

- Each organisation will be allocated one trestle table (with tablecloth) and four chairs—two for employer representatives and two for students.
- Most organisations attend with two representatives, but you're welcome to bring additional team members. Please let us know in advance so we can arrange extra seating.
- If a queue forms at your table, an additional representative can engage with students while they wait and conduct light pre-screening conversations.
- At the start of the session, students will be seated theatre-style in the centre of the room, with employer tables positioned around the perimeter.

What to Bring

Most event essentials are provided, but you may wish to bring:

- A branded tablecloth, banner, or promotional materials that fit within your allocated space
- Merchandise or giveaways
- A simple recruitment form and stapler to attach to student résumés (optional, but often useful)

About the Students

We expect 150–200 highly motivated students seeking employment opportunities. Attendees will come from a range of backgrounds, study areas, and qualification levels, including both domestic and international students.

Students will be encouraged to bring printed résumés (maximum two pages). A separate guide on employing students on visas will be provided at the event.

Event Schedule

A large on-screen timer will keep interview rotations running smoothly. Each interview will last three minutes.

Thursday 20th August

- 1:00 PM – Employer bump-in (Lakeside Room, HOTA)
- 1:45 PM – Student registration opens
- 2:00 PM – Event begins
- 2:00–2:20 PM – Welcome and employer introductions
- 2:20–4:00/4:30 PM – Speed interviews (students choose and rotate between employers of interest)
- 4:30 PM – Closing remarks and informal networking with drinks and light refreshments

Employer Introductions

Before interviews commence, each organisation will have a maximum of two minutes to introduce themselves to students.

We suggest covering:

- Who you are and what your organisation does
- Current employment opportunities (graduate roles, internships, apprenticeships, casual positions, etc.)
- The skills, experience, and qualities you look for in candidates

You are also welcome to submit one static PowerPoint slide featuring your logo, key messages, imagery, or brand highlights to display during your introduction. Please provide your slide no later than one week before the event. Videos and animations cannot be accommodated.

Venue, Parking and Contacts

Venue

Lakeside Room, HOTA – Home of the Arts
135 Bundall Road, Surfers Paradise

Parking

Parking is free for the first four hours. Please register your vehicle at the parking meters upon arrival.

Employer Information Session

To help you prepare for the event, we will be hosting an informal online information session for employers prior to the event. Whether you're attending for the first time or joining us again, the session will provide an overview of the event format, share tips for making the most of the day, and give you the opportunity to ask any questions.

Date: 11 August

Time: 12:00 PM

Location: Microsoft Teams

A calendar invitation and Teams link will be sent closer to the event.

Key Contacts

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