



Staff Brief: Careers Zone – UK Black Business Show

About the Careers Zone:

The Careers Zone is a dedicated space at the event where attendees can access free one-on-one advice from expert recruiters and career professionals from leading businesses across the UK. Whether someone needs help with their CV, is thinking about switching careers, or wants guidance on personal development, our team of advisers will be available throughout the day to provide tailored support and answer any questions.

This is a fantastic chance for attendees to get practical advice and inspiration to help them progress on their career journey — all at no cost.

As a staff, your responsibilities include:

- Providing a warm and welcoming greeting to all attendees.
- Clearly outlining the services which are, CV Writing, careers advice & guidance.
- Proactively asking attendees if they would like to schedule a complimentary, one-on-one career advice session.
- Guiding attendees with pre-booked sessions to their designated advisor, using the provided schedule printout.
- Manually adding same-day bookings to the schedule printout for walk-in requests.
- Monitoring meeting times to ensure sessions adhere to the 30-minute time limit.