

MAP Meeting 4: Facilitator's Guide

Facilitation Guide

Setting the stage for the discussion:

Because this may be a sensitive subject, it is important to frame the conversation so that the outcome of the is positive.

(5 minute) discussion on the purpose of this meeting

- Develop rejection coping skills
- Identify rejection opportunities
- Create a bounce back plan
- Provide kind, empathetic and productive feedback regarding rejection experiences in a safe environment.

Initial Setup & Check-in's (10 minutes)

Ask students to list the recent opportunities that they applied to and the status of each opportunity.

Discussion:Large Group (10 minutes) - *For discussion to be successful participants need to bring their whole selves to the conversation.*

Talk about recent application, interview or job rejections, the emotions attached and coping strategies used.

Come up with a list of at least 5 key coping strategies that the team has agreed are the best.

- What are some great ways to support each other while job searching?
- What are some of the signs of a rejection downturn.
- What should you do once you receive a rejection letter.

Exercise (10 minutes) Write a Rejection Letter

Instruct the group to imagine they are a hiring manager and that they have just finished interviewing two amazing candidates for an opportunity. After selecting one, they have to individually craft a rejection letter.

This rejection letter should can be general or personal. \

Example Rejection letter

Subject: Many thanks

To: Susan Roth

Sent: Fri, Mar 14, 2015

Subject: ABC Company

Thank you for your interest in the Jr. Development position. You have a diverse set of skills and I think your deep commitment and enthusiasm is infectious and inspiring on several fronts.

Unfortunately, we are not able to offer you the position. It was a very difficult decision, but I am hopeful that there might be a way that we can work together in another capacity in the future. I'll circle back to you in a few months to see what's going on in the hopes that we can make something happen.

Keep up the impressive work and I look forward to checking in soon.

Warm regards,

Hiring Manager

Exercise (10 minutes) Respond to the Rejection Letter

Once Letters are written exchange and write a response to the rejection letter.

Keep in mind:

After receiving a rejection letter; the professionals you interacted with during your interview process should now become part of your network. So crafting a rejection response that is positive and thankful will be beneficial. You can also ask for interview feedback at this time as well.

Exercise (10 minutes) Talk about it!

Send rejection letter response to the person you received the rejection letter from and chat about

- How writing a rejection letter felt
- How receiving the rejection letter felt
- Positives and negatives of the rejection letter response
- Opportunities to make rejection letter stronger

(5 minute) Checkout

Discussion highlights

Facilitation Tips

You may need to play a more active role to start discussions. Here are a few tips:

1. Ask follow-up questions after members speak

What surprised you about that?

What questions did that bring up?

2. Share personal anecdotes

Relate your past experiences with challenges from your group and inspire others to open up as well

3. Be open and honest

Create a supportive, authentic community