



Tips & Interview Instructions

Itinerary

- **CAREER EXPO** is Tuesday, November 6, 2018 in the **Kellogg Hotel and Conference Center**. Professional Development workshops conducted by industry leaders take place from 9:30 am - 5:00 pm. CAREER EXPO Open House is from 5:30 pm – 7:30 pm. You can sign up for interviews with various companies for internships and permanent placement at their booth.
- **Interviews** will be held the next day on Wednesday, November 7, 2018 from 8:30 am - 5:00 pm located in the Huntington Club on the **fourth floor of Spartan Football Stadium**.

* If you have signed up for an interview it is **mandatory** that you follow through with the interview. It is considered a professional courtesy. If you do not interview after having signed up, you have taken an opportunity from another student. In addition, it is a negative reflection on you and The School.

Getting Started & Dress Code

- **Professional dress** is expected at **CAREER EXPO** and **Interviews**.
- Business Casual attire is acceptable for Professional Development Programs.
- Bring many copies of your current resume and be prepared to sell yourself!
- Greet recruiters with a handshake and smile.
- Do your homework – research all aspects of a company before EXPO. Information on companies attending is listed on Handshake search CAREER EXPO XL: Celebrating 40 Years.
- Sign up for interviews during CAREER EXPO at the company's booth, **NOT** on Handshake.

Professional Development Programs

- Throughout the day there will be a variety of workshops on various industry topics.
- Attendance will be taken on scantrons and reported to professors.
- Business Casual attire is acceptable for Professional Development Programs.

Interviews

- Sign up for interviews during CAREER EXPO at the company's booth.
- Interviews will take place at Spartan Stadium on the fourth floor, Huntington Club.
- Greet recruiters with a handshake and a smile.
- Always bring extra resumes to an interview. You should also bring a copy of your list of references in case it is requested on an application.
- Professional dress is expected during interviews if you want a job!
- Many interviews are behavioral based. That means the employer will ask for specific examples of how you performed in a given situation. So be prepared!

Example: Tell me about a time when you gave exceptional customer service.

Example: Tell me about a time when you demonstrated leadership.

Thank You Letters

- Following the interview, it is appropriate to send a thank you letter within 24 hours.
- Request the recruiter's business card so that you have their title and correct address.
- If you did not get a business card, check with CAREER EXPO XL on Handshake or contact SIRC

Resources

Examples of resumes, interview questions, thank you letters, and other helpful tips are located on the [SIRC website](https://hospitalitybusiness.broad.msu.edu/students/sirc/).
<https://hospitalitybusiness.broad.msu.edu/students/sirc/>