



## **Tips & Interview Instructions**

If you have signed up for an interview it is **mandatory** that you follow through with the interview. It is considered unprofessional to miss an interview. 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. If you miss an interview, you will be required to send an apology letter to the company.

### **Getting Started & Dress Code**

- **Professional dress** is expected at **CAREER EXPO** and **Interviews**. Skirt or Pant Suit, Ties, and Dress Shoes
- Business Casual attire is acceptable for Professional Development Programs & company Meet and Greets.
- 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 and the jobs they are hiring for are listed on Handshake:  
[https://msu.joinhandshake.com/career\\_fairs/11605/employers\\_list](https://msu.joinhandshake.com/career_fairs/11605/employers_list)
- Sign up for interviews during CAREER EXPO at the company's booth, **NOT** on Handshake.

### **Interviews**

**Tuesday, October 15, 2019.**

- Sign up for interviews during CAREER EXPO at the company's booth.
- Interviews will take place **at Spartan Stadium on the fourth floor, Huntington**
- Greet recruiters with a handshake and a smile.
- Always bring extra resumes to CAREER EXPO and Interview Day. You should also bring a 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! Remember STAR: Situation, Task, Action, Results  
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 or email 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 CAREER EXPO on Handshake or contact SIRC, shbsirc@msu.edu

### **Resources**

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