



KINDNESS MATTERS

TIPS & INTERVIEW INSTRUCTIONS

Itinerary

- **CAREER EXPO: 6:00 PM - 7:30 PM, Monday, October 17, 2022 in the Breslin Center**
 - Sign up for interviews with various companies for internships and full-time jobs at their booths.
- **Interviews: 8:30 AM - 5:00 PM, Tuesday, October 18, 2022 in the Spartan Stadium 4th floor**
 - If you have signed up for an interview, it is mandatory that you follow through. 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

- **Business Professional attire is expected at CAREER EXPO and Interviews.**
- 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. Search: CAREER EXPO 2022 The School of Hospitality Business.
- Sign up for interviews during CAREER EXPO at the company's booth, NOT on Handshake.

Professional Development Programs

- **Business Casual attire is acceptable for Professional Development Programs.**
- Throughout October 17, there will be a variety of workshops on various industry topics.
- Attendance will be taken on scantrons and reported to professors.

Interviews

- Sign up for interviews during CAREER EXPO at the company's booth.
- Interviews will take place at Spartan Stadium on the 4th floor.
- Greet recruiters with a handshake and a smile.
- Always bring extra resumes to interviews. You should also bring a list of your references in case it is requested on an application.
- Many interviews are behavioral-based. That means the employer will ask for specific examples of how you performed in a given situation.
 - Example: Tell me about a time when you gave exceptional customer service.
 - Example: Tell me about a time when you demonstrated leadership.
 - In answering these questions, use STAR: Situation, Task, Action, Results.

Thank You Letters

- Following the interview, it is courtesy to send a thank-you letter to your interviewers within 24 hours.
- Request the recruiters' business cards so you have their title and correct address.
- If you did not get a business card, check 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://broad.msu.edu/hospitality-business/sirc/>