



TIPS & INTERVIEW INSTRUCTIONS

Itinerary

- **Professional Development Programs: 9:00 AM – 2:00 PM, Tuesday, October 17, 2023 in Minskoff Multipurpose Room**
 - Industry experts will be speaking about their experiences with sustainability in the hospitality industry.
- **CAREER EXPO: 6:30 PM – 8:00 PM, Tuesday, October 17, 2023 on the 4th floor of Spartan Stadium**
 - Meet recruiters and representatives from leading hospitality companies.
 - Sign up for interviews for internships and full-time jobs at company booths.
- **Interview Day: 8:30 AM – 5:00 PM, Wednesday, October 18, 2023 on the 4th floor of Spartan Stadium**
 - 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 Interview Day.** If you need professional attire, stop by the Empowerment Closet in the Russell Palmer Career Management Center (M120) to rent clothes for free!
- 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.

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.

Interview Day

- 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 the STAR format: 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/>.