

PROFESSIONALISM TIPS

1. **Cancel Promptly.** If you decide not to interview with a given employer, be sure to cancel on HCO at least two business days before your interview; it opens the door for a classmate to interview and it enhances UC Hastings' reputation for considerate and professional students.
2. **Be On-Time.** It's good practice to plan to get to an interview at least 10-15 minutes early. Always factor in time to find parking, getting through building security, or getting lost on the way there.
3. **Organize Yourself.** Find a professional portfolio for extra copies of your resume, writing sample, transcript and other application materials. If the interviewer asks for such information and you have forgotten to bring it with you, make sure to email it to the interviewer that same day.
4. **Coarse or Casual Language.** It goes without saying the using coarse or profane language would be a mistake. In addition, although slang expressions and conversational fillers such as "like," "y'know," "so um" and "yeah," are used frequently in everyday speech, avoid them in an interview. Edit your language carefully and practice answers to interview questions that are free of such colloquialisms. To rid yourself of the habit, ask your friends and family to start pointing out each time you use a specific phrase.
5. **Make a Good First Impression.** In addition to your interview suit, your firm (but not crushing) handshake, good eye contact and your warm smile will complete the picture of a confident, prepared candidate.
6. **Cellular Etiquette.** Cell phones should always be off and out of sight during an interview. After interviews, consider not answering your phone if you do not recognize the number when you're in a store, restaurant, bar, crowded hallway, etc., so you don't end up taking an employer call in an inappropriate, distracting environment.
7. **Say "Thank You!"** Whenever someone gives you an interview, a job offer, a contact or advice, take a moment immediately to write a sincere note of thanks, whether it is hand written, typed or emailed. Also send a thank you email after your EIP interview and try to include something specific or memorable from your conversation.
8. **Record Yourself to Prepare for an Interview.** Recording yourself while you answer mock interview questions is an effective way to pick up on any nervous habits or expressions you use.
9. **Consider Going Scent-Free.** Many organizations are opting to go scent-free. A strong perfume or cologne may be distracting, or even uncomfortable for the employer.
10. **Dress the Part.** Suits are typically always appropriate for EIP interviews and call back interviews at law firms, government agencies, and with judges. But, if you are interviewing at a start-up or a relaxed nonprofit, a suit may not be right. Always do your due diligence!