Interviewing and the Job Offer

Etiquette

Make a Great First Impression
- You only get one chance
- If you attend an info session, plan on staying the entire time; it is rude and unprofessional to walk out on a presentation
- Know the appropriate attire and be 5 minutes early for interviews
- Be respectful and polite to everyone, not just the interviewers

Know the Recruiting Policies
- Review and understand the recruiting guidelines, timelines, deadlines, and norms of behavior
- Behave within those guidelines; the employer should do the same

Communicate Promptly and Respectfully
- Respond within a couple of days to employers - a lack of rapid response reads as disinterest or rudeness
- Always use a professional tone with employers. See our Professional Correspondence Samples.

Advocate for Yourself
- Ask questions if you are confused
- Ask for more time to make a decision, request a new interview date, or negotiate if needed
- Talk to a CAPD team member about how to talk to employers or recruiters

Say What You Mean, and Mean What You Say!
- Saying yes verbally or in an email is a commitment with or without a contract
- Do not accept unless you are confident in your decision
- Reneging is not an option that should be taken lightly. Always consult with CAPD first.