



Greetings and Introductions

To make a positive first impression when meeting new people, include the following as part of your greeting:

- a warm smile
- an introduction including your first and last name
- a welcoming comment
- direct eye contact
- a firm handshake

Elevator Pitch

Learn to sell yourself by creating an elevator pitch, and make sure you practice it!

- **Introduction:** Introduce yourself, offer a firm hand shake
- **Objective: WHERE ARE YOU NOW?**
Tell the person where you are now, what year, what major, etc.
- **Summary: WHERE HAVE YOU BEEN?**
Briefly summarize education, experience, strengths, etc.
- **Closing: WHERE ARE YOU GOING?**
Talk about what kinds of opportunities you are seeking.

My Elevator Pitch:

Determine how effective and memorable your Elevator Pitch is by using this checklist:

- I can state who I am, what my work is and what makes me unique in 60 seconds.
- In my 60 seconds I can say my name and concentration of interest.
- My 60 seconds has multiple parts, each can stand on their own and invite conversation by the listener.
- I communicate what I do differently, uniquely or unlike my competitors.
- I have a 30 second version of my 60 seconds that communicates the same information.
- The response I get from either version leads into further conversation such as, "Interesting; tell me more."

The Art of Conversation

- **Ask Questions:** You should generally start new conversations by throwing out questions rather than making statements or talking about things you have done
- **Listen:** Great conversationalists are great listeners. Whether you are with one person or a group listen attentively. When you listen you learn. When you are speaking you are not learning anything new.
- **Give compliments:** Whenever you can pay a genuine compliment, do so.
- **Keep up to date on topical issues:** Be ready to comment with questions, ideas, facts and opinions on the issues that other people are interested in.
- **Be Humorous:** There is a place for serious discussion and there is a place for the light-hearted, so be ready to contribute in either environment.
 - Observe witty people in action and see how they contribute.
 - Have a stock of funny stories. Do not force them into the conversation but have them ready when you get the cue or when there is a lull. Personal anecdotes relating to unusual experiences and misfortunes that befell you often go down well.
- **Speak Clearly:** Say what you have to say with clarity and enthusiasm.
- **Enjoy it:** Be yourself, be natural and don't try to be anything that you are not.

The Networking Reception

- **Don't be a business card commando**
 - Exchange business cards with those you would like after meaningful conversation
 - Look at business card, ask a question
- Don't just hang out with the people you already know
- After event, connect on LinkedIn, follow up with message

Office Rules

- **Holding a door.** Whoever arrives at the door first holds it for others.
- **Getting off an elevator.** The person closest to the door exits first
- **Paying for a meal.** Today, whoever does the inviting pays for the meal.
- **Standing.** Male or female, standing to greet someone is always polite. This is especially important when the person is of higher rank or a client.
- **Shaking hands.** Today, a man does not need to wait for a woman to offer her hand before he extends his. Whether you are a man or a woman, always remember to shake hands!
- **Helping to carry something.** Everyone appreciates some help when they are overloaded with books or packages. Regardless of your gender, lend your co-workers a helping hand when they are in need.

The Newbie: How to Make a Good First Impression

- Any new experience gives you a chance to re-define yourself.
 - Will you become the professional your program/office/co-workers/supervisors always dreamed of?
 - Will you be someone who exhibits strong skills, good judgment, polite and appropriate behavior?
- Whether you are beginning a new internship, job, graduate school program, or service program focus on creating the professional image that aspire to. Many employers consider internships to be a “working interview. “ Make the most of your time with new colleagues and professionals no matter how short or temporary it might seem.

Top 10 Mistakes

1. Sharing too much personal information
2. Using offensive language
3. Being late for work
4. Becoming too good of “friends” with the boss
5. Gossiping
6. Texting – Cell Phone use
7. Not participating in staff events
8. Participating in staff events and drinking too much!
9. Dressing too casually
10. Dating a co-worker

Top 10 Ways to Succeed

1. Taking initiative – volunteering for projects
2. Being positive
3. Keep good relationships with everyone in the office
4. Set good boundaries
5. Take a leadership role when given the chance
6. Be innovative and find creative ways of helping the company succeed
7. Listen –really listen
8. Making use of your evaluations and feedback
9. Network, network, network
10. The Golden Rule: Treat other the way you wish to be treated