

Student: _____

INTRODUCING YOURSELF

1. Who should you introduce yourself to?
2. What should you do before you introduce yourself?
3. How should you do it?
 - a. State name of individual: _____
 - b. I am _____ a student from Smithtown High School.
 - c. I am here for the _____ position. Thank you for seeing me.
Extend arm and hand.
 - d. Thank you for interviewing me for the _____ position. I am very interested in the position. When will you make a decision? Can I call you at the end of the week?
Extend arm and hand.



Dressing to Impress for Success!

"The first 30 seconds makes a lasting impression. You could either get the job or lose the job if you are not dressed correctly."



Gentlemen

Wear: Shirt, tie, slacks, socks, shoes. A suit jacket would be appropriate.
Do not wear: Dungarees, sneakers, shorts, T shirts, hats, sunglasses, sweat pants or tops.

Ladies

Wear: Skirt, dress, blouse, stockings, shoes with low heels. A suit would be very appropriate.
Do not wear: Sneakers, sandals, very high heels, shorts, tank tops, hats, excessive jewelry, make-up or perfume.

Problems you can run into during introductions.



- a. Your hands are sweaty.
- b. There is no seat for you to be seated while you are waiting.
- c. You forgot your resume.
- d. You need to tell your driver you are still waiting for the interview. How long should an interview last?
- e. Your outfit is ripped or has a stain on it.
- f. You are so nervous your body is uncontrollable.
- g. You sneeze and you have no tissue.

OVERTIME ASSIGNMENT:

Cut out picture(s) or appropriate dress for a job interview. You may use the newspaper, magazines, or mail order catalogs.