PROFESSIONALISM AND U.S. CULTURE FOR INTERNATIONAL STUDENTS
Dress for Success

**How to Dress for Success**
- A simple tie can really bring the ensemble together.
- Wear appropriate jewelry. Less is more.
- A suit jacket, while not required, can outdress the competition.
- Always leave your bottom button undone.
- Wear matching, dark color socks.
- Keep dress shoes clean and neat.

**What NOT to Wear**
- Take the time to do your hair.
- Smile and be personable.
- Don’t bring your beat-up backpack.
- Nail color should be professional, not bold.
- Jeans are not professional attire.
- Tennis shoes? Are you running for the position?
What to Wear?

**Business Professional**
- Light button-up shirt
- Polished, closed-toe shoes
- Appropriate length skirt
- No bulky jewelry
- Portfolio

**Business Casual**
- Nice blouse
- Pressed suit
- Natural-looking makeup

**Business Professional**
- Fresh haircut
- Clean shaven
- Appropriate tie
- Portfolio

**Business Casual**
- Button-up shirt
- Matching belt and shoes
- Polished shoes

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

**NOTE:** For interviews, always choose Business Professional attire.
What You Wish You’d Known Before Your

JOB INTERVIEW

Common nonverbal mistakes made at a job interview

From a survey of 2000 bosses

- Playing with hair or touching face: 21%
- Having little or no knowledge of the company: 47%
- Common mistake job seekers make during interviews:
  - Failure to make eye contact: 67%
  - Lack of smile: 38%
  - Bad posture: 33%
  - Crossing arms over their chest: 21%
  - Using too many hand gestures: 9%
  - Handshake that is too weak: 26%
  - Fidgeting too much: 33%

In a survey of 2000 bosses claimed that they know within the first 90 seconds of an interview whether they will hire someone.

The average length of an interview is approximately 40 minutes.

Statistics show that when meeting new people the impact is:

- 7% From what we actually say
- 38% The quality of our voice grammar and overall confidence
- 55% The way we dress, act and walk through the door

Clothes

- Bright colors are a turnoff
- Employers claiming they don't want applicants to be fashionable or trendy
- Of bosses said clothes could be the deciding factor between two similar candidates.

http://azbigmedia.com/ab/infographics/impressions-job-interview
Promote Yourself

- Academic Achievement
- Experience and Activities
- How can you benefit company?
Questions You’ll Likely be Asked

You
- Tell me about yourself.
- How would others describe you?
- What are your strengths? Weaknesses?

Job
- Why are you interested in this position/company?
- Why should you be hired?
- What sets you apart from other applicants?

Expert
- What skills do you bring to this position?
- Provide an example of how you are a team player.
- What is your greatest achievement?
Tell me about a time when you . . .

- Failed, missed a deadline
- Disagreed with your manager/co-worker
- Had to use conflict management skills
Ask Questions

Is there anything more I can tell you about my skills and experience?

• Anything I can clarify about my qualifications?

Can you tell me what kind of training a new member of the team can expect?

I am especially interested in ______! Would that be something I would have a change to do or learn?
Posing the visa sponsorship question too early suggests that you have a stronger interest in getting visa sponsorship than you do in the company or in working for it. – Dan Beaudry “Power Ties”
Prepare

The interviewer will expect you to demonstrate your interest in the position by asking questions.

Ask Questions that reflect your knowledge of the position and research of the career field, company and/or industry.

Review the organization’s website to develop a few questions.

Keep questions positive and save questions such as salary for a second interview or at the time of job offer.

Additional Tips

- Don’t be late for the interview
- Turn OFF your cell phone
- Send a thank you card or email
Resources

- http://www.vanderbilt.edu/career/tools/etiquette.php
- http://www.vanderbilt.edu/career/tools/interviewing.php
- http://www.vanderbilt.edu/career/tools/online-resources.php
- http://www.vanderbilt.edu/career/tools/explore.php
- http://www.vanderbilt.edu/isss/current-f-1-and-j-1-students/f-1-students/employment/optional-practical-training/
- http://h1b-visas.findthebest.com/