

STUDENT INTERNSHIP/ JOB INTERVIEW GUIDELINES

INTRODUCTIONS:

- ❖ When waiting for an interview, be mindful of how you are sitting. Your posture in the waiting room. Or reception is an important first impression.
- ❖ Greet all person who approach you by standing up and a warm greeting before being greeted by them.
- ❖ When introduced to the interviewer, take initiative to introduce yourself first.
- ❖ Genuine smile and eye contact is very important, in most cultures (but not all) a firm but not hard handshake shows confidence. Males and females can offer a handshake in cultures where a handshake if a formal greeting.
- ❖ When an additional interviewer joins enters the room, stand up, smile and greet them warmly (if not interrupting)

GROOMING:

INTERVIEW DRESS CODE



Clean-Shaven
White stiff
coloured Shirt



Unobtrusive tie

Tailored Single
breasted suit



Belt



Dark plain socks

Black leather shoes



Neat and tidy hairstyle

Soft, subtle and
unfussy make-up

Don't show much flesh,
cleavage or leg

Long-sleeved shirt,
plain blouse,jacket
or blazer

Avoid too much jewelry

Smart mid-length skirt
or dress

Dark, low-heeled shoes

- Grooming is important avoid strong, spicy food the day before your interview.
- It is always good to attend interviews in a blazers (for hospitality, smart black & white attire with a necktie and/or waistcoat, if you have one), wear your RIC student ID to identify you as our student.
- Business shirts are a must, ensure that shirts are properly pressed, including collars.
- Ties are knotted properly and not loose, tie length should be to touch your waist belt or trouser top.
- When seated – unbutton your jacket and be mindful of seating posture.
- Ladies may wear skirts, with shirts or corporate style tops; in this case neckties would be optional

INTERVIEW PREPARATION:

- Be prepared to talk about yourself, not just one word answers. Full sentences, talk about your expectations and career plan for the next 5 years or longer.
- Not “we want to make your company the best company or we want to improve your company”, this implies the company is not already great.
- Have questions prepared about the position, about the company or hotel, about a progression plan that you and the employer can adopt.
- Be prepared to listen to everything you have been told in the interview, you may be asked a question related to something you were told in the interview.
- It is OK to take notes so you can ask questions towards the end of the interview, but don't let your note taking interfere with your listening, nor cause you to lose eye contact when you are being directly spoken to.

END OF INTERVIEW:

- Thank interviewer for their time. Ask for next step, “What is your procedures from here?”
- This is also to clarify if you can leave, if it is not clear ask if the interview is over and if you may leave?
- Politely ask the interviewer when they will be making a decision on the position & if you can call to follow up
- Don't sit there unsure if you should stay or leave.
- Wait quietly in reception if you are asked to do so (especially in groups), or leave quietly if you are told you can go.