



WILLIAM & MARY

CHARTERED 1693

Higher Education “A Day at William & Mary – Join the Tribe!”

Tips for Candidates

Checklist: Before “A Day at William & Mary”

- Register/RSVP online [<https://forms.wm.edu/7674>]. This will help us plan appropriately for your visit.

Additional Tips

- Clarify your interests and goals. Consider what type of experience you would like to gain to complement your graduate studies.
- Review the list of available positions and research those that interest you. Read the listed job descriptions, visit those departments’ websites and gather information about each. **We encourage you to contact the supervisor to learn as much about the position as possible.** Supervisors are very open to hearing from you! Try to gain a better understanding of how that particular office functions. If you are very interested in the position, ask if you may sign up for an interview time slot in advance.
- Plan to dress professionally in business or business casual attire.
- Bring several copies of your résumé.* For each interview, you will need a printed résumé. *Cover letters are not required.* You may also want to bring any questions you have prepared in advance. A binder or padfolio can sometimes be helpful in staying organized.
- Prepare to speak about yourself briefly, but enthusiastically, showing your strengths, skills, experience, and interest. Let this example serve as a guide, but make it unique to your own background and situation.

Good morning! I am Shelia Jones. I saw your job posting online. I am excited about this opportunity because I believe it will allow me to interact with students often and gain experience with programming special events. I have experience working with student leadership and volunteering as a campus tutor. I am good at public speaking and presenting, and I have held several leadership positions during my undergraduate career. I know that your department serves several students on campus, and I would love the opportunity to contribute to the effort. May I offer you a copy of my résumé and perhaps sign up for an interview?

During the Morning (Welcome & Interview Sign-up)

- At the welcome before the interviews, feel free to interact with both peers and professionals. This will be a relaxed and friendly atmosphere.
- During interview sign-up and interviews, greet potential employers with a firm handshake.
- Tell interviewers if you are interested in a specific position or if you are simply trying to gather information about opportunities.
- Enthusiastically communicate your related interests, skills, strengths, and experience. (Refer to the previous example)
- Communicate succinctly; you don't want to monopolize their time.
- Have your résumé readily available.
- Maintain good eye contact.
- Indicate your knowledge of the department/office that you have obtained through your research.
- Ask questions.
- If you are interested in pursuing the position and have not already signed up for an interview, ask the representative if you may sign up for an interview. Schedule the interview and make a note of what time to return for the interview. Interviews will occur at the same tables.

Interviewing

- Be prepared to answer some questions that are commonly asked... Tell me about yourself. What are your strengths and weaknesses? Why should we hire you? For assistance with interviewing tips, consider visiting your undergraduate career center or their website.
- Practice answering questions by elaborating on your skills sets and/or prior experiences. Be succinct, but also avoid one word answers!
- Prepare some questions to ask employers: What are your goals for the coming academic year? Will I primarily work independently or with others? What kind of person do you find to be successful in this job? What are some of the joys and challenges of working with this specific student population?
- Use this as a valuable opportunity to gain more information about positions; request information from the employers and obtain any literature they have available.
- Obtain a business card, or write down contact information.

After the Event:

- Please make sure to submit your preferences by Wednesday at 5:00 p.m.! We do take your preferences into consideration when making hiring decisions.
- Write the employers you are interested in, thanking them for their time and information. An e-mail is best.