

INTERVIEWING TIPS

A few suggestions are provided below on interviewing attire and items to bring to an interview. Please review the list and make sure you have everything you need before fall recruiting starts. Now is a good time to get certain tasks out of the way such as dry cleaning your suits, updating your resume, and calling your references.

What to wear to an interview:

Whether fair or not, what you wear will have an effect on the interviewer's initial impression of you. If you want the job, you need to dress the part. The following recommendations are to help you as you go through your closet this summer.

Men:

- Invest in a quality suit - navy, black or gray (double breasted not recommended). You must wear a suit – a tie and sports coat is not appropriate for a legal interview
- Wear a white shirt - make sure it looks professional
- Choose a conservative tie (You do not want to be remembered by the tie you wear)
- Wear dress shoes – they should be a dark color and well-polished
- Select a belt that matches your shoes
- Keep jewelry to a minimum (limit to one ring and a watch)

Women:

- Wear a conservative suit that looks professional (there is more leeway in terms of the suit color than men, but stick with dark colors and a conservative look)
- Choose a reasonable skirt length (knee length or longer)
- Don't wear a pants suit - you're dealing with a conservative profession (it's okay once you get the job, but not for the interview. Yes, I agree, it is a stupid rule!)
- Wear hose – preferably a neutral color
- Wear dress shoes with a low to medium heel – make sure they are polished (sandals are not appropriate)
- Choose low-key jewelry -- keep it simple and conservative (small earrings are acceptable, but no body piercing)

What to bring to an interview:

- **Leather Portfolio** - it's not too expensive and a good investment
- **Good pen** – to take notes if necessary
- **Nothing else** - no backpack, file folders, paper bags, cell phone, pager, schoolbooks, etc. (It is okay for women to bring their purse, but it is easier to keep it in your locker.)
**Don't bring food or chew gum while waiting for the interview.

What to put in the portfolio and bring with you to the interview:

When interviewing, you always want to appear professional. Employers will expect you to be prepared and have the following items available during the interview:

- **Resume** - more than one copy on good-quality bond paper (white, ivory or light gray)
- **Writing sample** - preferably under 10 pages. If you use something from your summer job, make sure you get approval from that employer
- **Copy of transcript** – obtained from UDSL's Registrar's Office
- **Pad of paper** - to write on/take notes if necessary
- **List of 3-4 references** - on same type paper that you used for your resume