Miserable Moments II

- Hangers on
- Alcohol pushers
- Gossip
- Faux pas
- Taking leave
- Huggers
Dress

• **REMINDER:** 55% of the message we send is based on what people see.
• People make snap decisions about us based on what we wear.
• It is up to us to manage that impression.
• What they see is what you get.
Eliminate Distractions

- Geography corporate culture
- The clothes you wear reflect your mindset
- Age and generation
- Are you a shining example or a horrible warning?
The Fit

- Shoulders
- Chest
- Collar
- Lapels
- Armholes
- Sleeves
- Trousers
- Skirts
Quality Through and Through

- Seams
- Buttons
- Zippers
- Jackets
- Leather
- Fabrics
How Many Buttons?
Business Casual

"Fashion makes fools of some, sinners of others, and slaves of all."
- Josh Billings, 19th century humorist
Business Casual
Business Casual?
Business Casual Should Not Include:

- Denim?
- Shirts without collars?
- Sweaters without jackets over them
- Short-sleeve shirts (except in summer)
- Sockless feet or sneakers
- Tank tops
- Sweat/warm up suits
- Long shirts with leggings
- Spandex
- Anything you would wear to the beach, gym, park, or to clean the garage
There’s Denim and there’s Denim
What’s in a Collar?
Relationships to Cultivate

- Tailor
- Dry Cleaner
- Cobbler
- Dentist
More Interview Mechanics

• Greeting
  • Walk in with confident, respectful air
  • Make eye contact
  • Smile
  • Extend your hand
  • Shake, web space to web space
  • Offer to give your business card, if appropriate
The Interview Itself

- Sit down only when invited to
- Look comfortable but attentive
- Don’t get slouchy
- Arrange clothes to avoid distracting
- Do not fidget
- Lean forward for emphasis
The Interview Itself

- Ask if it’s OK before you start taking notes
- Think before you speak
  - Slow down your pattern of speech
  - Avoid annoying interjections: “like”, “you know”, “totally”

THINK: I believe in having fun. Like taking everyone out to bars while proteins synthesize.

SAY: I work well in teams. I think I have a cohesive affect in the lab.

May I take notes?
Small Talk = Big Skill

- "I" vs. "You"
- Compliments
Some Conversational Openers

• What does your average work day look like?
• What are the most interesting aspects of your work?
• On the way here I noticed…
• If you weren’t…?
Concluding the Interview

• Saying goodbye
  • The interviewer will tell you when it’s over
  • Stand up and walk towards the interviewer
    • Handshake with eye contact, smile, and a warm “thank you” – all at just about the same time
  • Leave them with something special – “Thank you for your thoughts on...; that really speaks to my interest”.
Following the Interview

Jot down some fairly complete notes

• Do this while everything is still fresh in your mind

• If you don’t do this, pretty soon most interviews will seem more or less the same
And Finally...

- Send a brief Thank You e-mail
- Mail a *hand written* Thank You note within 24 hours
  - Use personalized stationery if possible
  - No texting
  - Write legibly
  - Tell them what was especially significant in what they said to you
  - Say how you will put this information to good use
Top Ten Business Blunders and How to Avoid Making Them

“I will pay more for the ability to deal with people than any other skill under the sun.”

- John D. Rockefeller
Founder, Standard Oil
Top Ten Business Blunders and How to Avoid Making Them

1. Negative attitudes
2. Technological abuses
3. Making people wait
4. Criticizing people in front of others
5. Disregarding invitation requests
6. Errors with people’s names and titles
7. Inappropriate, vulgar language
8. Inappropriate clothing
9. Disregarding the team effort
10. Giving someone the runaround
Technotraps

- Telephone
- Cell phones
- Blackberries
- Bluetee?h?
- E-mail
Because They do Research, too
Remember the Five P’s

Prior
Planning
Prevents
Poor
Performance
Thank your host

- No to texting!
- OK to E-mail
- Better to send hand-written note
- Best to use personalized stationery
Essence of a Thank You Note (SSAA)

- Specific (What is being acknowledged.)
- Significance (Begins with “you”.)
- Applicability (How you will put this experience to use.)
- Address Appropriately (Use honorifics.)
DEAR MARY:

THANK YOU FOR SENDING THE COPIES OF THE COMPLETE IDIOT'S GUIDE TO MODERN MANNERS. THE BOOK LOOKS LIKE ANOTHER WINNER - FOR YOU AND JIM - AND FOR IDIOT'S LIKE ME! I NEED THIS KIND OF GUIDANCE TO KEEP ME ON TRACK. ONLY YESTERDAY I HAD AN EMBARRASSING FAUX PAS WHEN I (OVER)

Association of American Medical Colleges
MIS-SPELLED A COUSIN'S NAME IN AN EMAIL. YOU OFFERED THE GUIDANCE I NEEDED ON PAGE 72!

THANKS AGAIN. I LOOK FORWARD TO MEETING JIM AND SEEING YOU AT MEDAI SWIMS IN JULY.

SINCERELY,

[Signature]

Kevin [Signature]
Thank You For Your Time!

- E-mail: marymonicamitchell@gmail.com
- Website: www.themitchellorganization.com
- Resources: