

Meet & Greet | Business Etiquette Tips

What Should I Wear?

This is a great opportunity to practice choosing an outfit for a professional career! A good place to start is by choosing one of your nicer outfits. This could be dress pants and sweater, a dress, or jeans and a button-up shirt/nicer shirt. Try to avoid hats, leggings as pants, hooded sweatshirts, and sweatpants.

Make sure you wear something you feel comfortable in. This will help you feel more relaxed at the Meet and Greet. Your mentor is not concerned with what you are wearing; they are excited to meet you!

Here are some pictures of what students have worn to Meet and Greets in the past:



Networking



Handshakes

Always give a firm handshake and be sure to look the other person in the eye.



Introductions

"Tell me about yourself" is a common question you will hear. Be sure to have a 2-3 sentence answer that encompasses some of your successes, interests, and goals.



Dialogue

Sometimes it can be hard to hold a conversation with someone you don't know. Have some questions in mind to ask:

- Career Questions

Professionalism



Be mindful that this is a professional workplace. Be quiet and respectful while walking in the halls. Pick up any trash you've created and stick with the group; some workplaces are tricky to navigate.



At mealtime, be sure to practice good table manners. For example, instead of taking as much food as possible, take only what you need and go up for seconds after everyone has had a chance to eat.



Be respectful of your mentors and any company speakers. Limit your cell phone use to breaks, or even better, commit to keeping it in your pocket for the duration of the event.

Personalizing Your Experience

Be ready to engage with your host company by having questions prepared beforehand. Bring a notebook and writing utensil. If you think of any questions, write them down and ask someone when you get a chance. Here are some questions you might ask:

- Why is the office laid out in the way that it is?
- How much time do you spend working together, and where do you do that?
- Where do you go when you need absolute quiet?
- When and where is it appropriate to socialize?

Have fun!

The goal is for you to get as much out of the experience as possible! We hope you learn more about the company, gain insight into a new career, and improve your networking skills.

Be thinking about whether you'd like to work in a place like this, and what you would need to do to get there, but most importantly, enjoy yourself!