

Conversation Starters

Career Services | California State University, Fresno

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General Professional Etiquette

- ◆ Arrive 10 – 15 minutes early
- ◆ Call 24 hours in advance to cancel or re-schedule a meeting
- ◆ Be respectful, courteous & smile
- ◆ Promptly return calls/messages
- ◆ Be honest!
- ◆ Turn off cell your phone

Watch the Non-verbals!

- ◆ Firm handshake
- ◆ Project positive energy and engagement
- ◆ Smile!
- ◆ Control nervous tics

Alexis Bauer: How to work a crowd

- ◆ Listen to Alexis' funny, engaging and very helpful 5-minute presentation:

<http://youtu.be/LLDJG-F-maQ?t=46s>

Guidelines for Interacting with a Mentor

- Maintain professionalism
- Respect their time
- Know what you want
- Respect boundaries
- Reciprocate effort
- Follow up
- Show appreciation

Get the Conversation Started

- How well did your college education prepare you for the real world?
- What do you love most about your job?
- What would you have done differently if you had a chance to start over?
- When you graduated, what were your ideas/goals? Where did you start after graduation?
- What are some important skills someone should have to find success in your profession?
- What are the opportunities for advancement?
- Why are you interested in participating in a mentor program?

See handout for more examples

Tips for Answering Questions:

- ◆ Understand what is really being asked –
Listen carefully
- ◆ Be Positive – avoid any negative comments
- ◆ Emphasize your skills and strengths when possible
- ◆ Avoid long explanations – get to the point
- ◆ Provide details about your accomplishments

Things to Remember!

- Look for an interesting thing/situation
- Be a leader! Start the flow!
- Use positive body language
- Being interested = Being interesting
- Practice with the professionals
- Invite others into the conversation
- Open the dam and get out of the way!

Questions???

Thank you!

The best regards on your interactions!

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