

Interview Etiquette

I. Self Presentation

A. Hygiene

1. Shower/deodorant the day of the interview
2. Don't drown in your cologne/perfume.
3. Don't wear excessive makeup.
4. Keep teeth/breath clean

B. From Head to Toe

1. Long hair can be left long PROVIDED you can keep your hair away from your face.
2. While hair color is a form of self expression, it is important to remember you are representing yourself to someone who has never met you. NO RADICAL COLORS.
3. Piercings are another form of self expression, however, it is very distracting to the interviewer if your face and ears look like a pin cushion.
4. When it comes to jewelry, less is more. A watch is probably the only impressive piece of jewelry you will wear as it communicates you have a respect for time.
5. Nails
 - a. Make sure your nails are CLEAN.
 - b. Ladies, Nails that are a modest length proves you care more about working and less about working on your acrylics. Nail polish, if worn, should be clear to subtle colors. Bright outrageous colors are distracting. No polish is best...less chance of chipping, making your nails look worse.
6. Men, facial hair is fine as long as it is neatly groomed. Clean shaven is best.
7. If you plan to get a haircut, be advised NOT to get one the day before the interview. If the hair is too short and you're not comfortable with the cut, your discomfort will show. Get a haircut a week or two before the interview.

II. Ready to Wear

- A. IRON YOUR CLOTHES-True, once you sit in them they'll inevitably wrinkle, but the extra time and care you take will be noticed.
- B. Stage/ Lighting technicians, leave the Leatherman at home! If you have to have it with you, then put it in your bag.
- C. Your clothes should fit and should be comfortable.

- a. Ladies-
 - 1. A skirt is not necessary. Dress pants are equally fine. If you are not comfortable in a skirt, and you wear one, your discomfort will be noticed. If you do wear a skirt, don't make it a mini. You are selling your talent.
 - 2. If the blouse has a gap at the bustline...pin it or don't wear it.
 - 3. High heels are fine, **if you are used to being on them 8 hours a day**. At a large convention with several interviews you might walk several miles and stand for hours before you're interviews are complete, comfortable shoes are a must. No sneakers
 - 4. NO JEANS
- b. Men-
 - 1. Make sure that your pants aren't obnoxiously baggy and that your shirt is tucked in.
 - 2. This is not a suit and tie affair. The tie is always a nice accessory; however, if you are uncomfortable, it'll show. A sports (suit) jacket, shirt and pants is fine.
 - 3. Leave the work boots at home along with the jeans and sneakers. If you have a nice pair of jeans that fit AND you are familiar with the theatre that you are interviewing...then jeans, a nice shirt and sports jacket is okay.
- D. This is one time you DON'T have to wear black. Add some color in your wardrobe.

III. Interview etiquette

- A. Do as much research on the place that you are applying to as possible. This shows your genuine interest in the position and the theatre as well as prepares you for your interview. THIS IS ESSENTIAL!!!!!!!!!!
- B. Prepare questions for the interview. Here are some suggested questions.
 - 1. Find out about their season.
 - 2. Find out about their facilities (theatre spaces, shops, equipment, etc.)
 - 3. How much time is allotted for getting a production running?
 - 4. What is the average budget for a production?
 - 5. What is the pay?
 - 6. *Are there benefits? How long before the benefits go into effect?
 - 7. *Where does the theatre find its funding?

8. *Does the theatre rent out scenery, props, costumes, etc.?
 9. *Is outside work allowed?
 10. Are there union stagehands? Equity actors?
 11. Who will I be working with? Who will be working for me?
 12. *Professional growth?
 13. Are there guest directors and designers? Are they in-house only?
- C. TURN OFF CELL PHONES AND PAGERS. Also think twice about a watch that sings.
 - D. Don't chew gum during the interview.
 - E. Speak clearly when introducing yourself, saying first and last name.
 - F. Pay attention to their names as well. Make sure you ask for a business card.
 - G. Have plenty of resumes with you and make sure they are easy to get to.
 - H. Ask the interviewer where he/she would like to view the portfolio.

It is important to note that an interview is a two way street. While they are interviewing you, you are also interviewing them. Once you have had the opportunity to present your resume and portfolio, it is then time to listen. Did they answer any of your questions? Now is the time to ask your remaining questions.

IV. Presenting your portfolio

- A. NO EXCUSES OR APOLOGIES!! NO, NO, NO. Be confident!!!! Don't include anything in your portfolio that you are not ready to discuss.
- B. Know which is the front of your portfolio, so you open it just like you would a book.
- C. Keep your portfolio pages turning in the same direction. You shouldn't have to turn your portfolio from vertical to horizontal and back again.
- D. Remember YOU are presenting the portfolio, so you control the page turning.
- E. On the same note, while pointing is sometimes necessary, try to keep your hands OFF the visuals. If you do point...index finger only. Let the interviewer have a good look at your work, keep it steady and in full view.
- F. Allow for questions, however, keep the pace moving as there may be a strict time limit (some companies at SETC will allow 15 minutes total for a full interview, more then this is luxurious).

- G. Don't complain about a problem you had with a production. Instead talk about the challenges you faced with a production and what solutions you were able to offer.
- H. Don't say "This is just a student show." If you're not impressed, the interviewer won't be either.
- I. Avoid "you know" and "um"
- J. Tapping and nervous knees are a sure sign that you are nervous.

As you end your interview and as long as you were organized, you should have no problem collecting your belongings quickly. Once you have done so, shake EVERYONE' hands, making sure you received at least one business card and any literature on the theatre.