

First Formal Interview – Graduate Seminar

The First Formal Interview is an opportunity for you to practice and hone your interviewing skills and professional presentation. It is also your first opportunity to discuss co-op plans with Professor Simms, your faculty coordinator, in an individual session.



BEFORE THE INTERVIEW

1. Begin scheduling your first formal interviews after November 1st. All First Formal Interviews should be completed with Professor Simms by December 20th or at the latest January 30 for Plan 1. You must complete a successful First Formal Interview and receive a passing grade in the Graduate Co-op Seminars in order to be cleared for co-op in the future. Before scheduling your interview (see <http://www.ccs.neu.edu/co-op/cycle.html> for more details). You must have a technical resume, a cover letter, and the co-op quiz completed before this interview.
2. Visit the My NEU Website at <http://myneu.neu.edu> . Refer to the sheet titled “Scheduling an Appointment”. Schedule a 30-minute meeting (two fifteen-minute blocks) with Professor Simms. (This cannot be done the day of the meeting; it must be done the day before.)
3. Prepare for the interview with **FORMAL BUSINESS ATTIRE**. For men: two-piece suit, tie, shined shoes. For women: two-piece suit (dress or pants), blouse, shined shoes.
4. Bring with you to the interview:
 - ◇ A paper version of the resume you uploaded into COOL
 - ◇ The Co-op Quiz, completed (download at <http://www.ccs.neu.edu/co-op/forms.html>)
 - ◇ Verification of citizenship (original birth certificate or notarized copy or passport)
 - ◇ A cover letter, addressed to Professor Simms, explaining why you want a co-op job

AT THE INTERVIEW

- Treat the entire meeting as a practice interview. Professor Simms will evaluate and critique your appearance, articulation, demeanor, and overall "interview persona".
- You **MUST** dress in formal business attire for this interview. You will not be permitted to do the interview without it.
- Your resume **SHOULD NOT** be a Microsoft Word template (or the COOL template). These are inappropriate for a computer science job search.