



How to Present and Represent

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Communication

- Formal vs. Informal
- Frequency
- Method
 - Email, professional email address
 - In person
 - Phone – text or call
- ESL

Personal appearance and Behavior

- Dress for the occasion
- Hygiene
- Behavior
 - RSVP and show up or don't RSVP
 - Shake hands in formal settings
 - Look the person who addressed you in the eye
 - Polite food consumption
 - Treat everyone with respect
 - Pay attention
 - Ask questions

Interview Prep

- Texas Career Engagement:
 - <https://careerengagement.utexas.edu/graduate-students/graduate-online-career-resources/>
- CNS
 - <https://cns.utexas.edu/graduate-education/professional-development-career-support/career-services>

Zoom Etiquette



Avoid Embarrassing Mistakes

Pay attention to your video, microphone, and screen sharing settings to avoid embarrassing mistakes. Always keep the chat rooms appropriate.



Designate Your Workspace

Ensure your workspace is quiet, clean, and has an appropriate background. Or, use a virtual background.



Set Up Your Tech

Check your Wi-Fi, test your video and audio, and get familiar with the software before entering the meeting.



Communicate with the Host

Zoom includes buttons for raising your hand, responding yes or no, asking host to adjust speed, requesting a break, and more.



Be Professional

Be on time to meetings, dress appropriately, and sit tall and look directly into the camera when using video.

Professional Attire

BUSINESS PROFESSIONAL



BUSINESS CASUAL



BUSINESS PROFESSIONAL



BUSINESS CASUAL



What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.
NOTE: For Interviews, always choose Business Professional attire.

Social Media

- Assume nothing is private
 - Be polite online – maybe if you're having a bad day or some one else is don't engage
- LinkedIn account recommended
 - Texas Career Engagement has a LinkedIn master class
- Update all Professional accounts regularly

Asking for what you need

- Negotiation
- Setting expectations (managing up)
- Taking responsibility for your success and progress
- Keep them aware of your progress
- Don't suffer in silence
- Communicate