



## SPECIAL TIPS FOR ORTHODOX STUDENTS

1. During on-campus interviews, all men are expected to wear kippot. Keep them conservative and a solid, dark color (we recommend black). At off-campus interviews, you have the option of deciding to wear your kippa or not. You are encouraged to speak to your rabbi if you have halachic questions. However, whatever you decide, you should be consistent. If, for example, you are planning to wear a kippa on the job, we recommend you wear a kippa during the office interview.
2. For women who are married and cover their hair, it is strongly recommended to wear an appropriately styled shaitel or fall during interviews. An exception to this general rule of thumb could be if the interview is with an Orthodox Jewish organization.
3. Shaking hands is a customary part of the interview process. Halacha permits non-affectionate contact between men and women when necessary. A quick handshake can be assumed to be business protocol. Since failure to shake hands will most likely have a strong negative effect on the outcome, it is necessary non-affectionate contact, which is permissible.
4. Most firms conduct interviews in a closed room. Once an interviewer greets an applicant, he/she may close the door for privacy and confidentiality. If the door is not locked and other persons in the office can knock and enter at any time, then it is permissible.
5. Men are permitted to wear their tzitzit inside their clothing even if they wear them outside at other times. Also, they should be clean-shaven for the interview. If they desire to wear a beard, it should be neatly groomed.
6. We recommend not discussing the issues of Shabbat and time off for holidays until after you are offered the position. At that point, you can inform them of your practices, assuring the interviewer that it has never been a problem and that you are willing to come in early or stay later to make up the time.
7. We also recommend that you do not mention that you are interested in Aliyah. Most companies never start employees in overseas offices. They also want to know that you are committed to them. An exception to this strategy would be for directly relevant or short-term/temporary positions.
8. When recruiters invite you to an event that includes food, some may ask if you keep kosher, or you may need to volunteer that information. Many employers will have their own lists of kosher dining places, but if they do not know of any, offer to research restaurants in their area. Make sure you choose one that is moderately priced, comfortable, and appropriate for a business meeting. If they have already chosen a restaurant that is not kosher, you can inform the recruiters that you eat only kosher and ask if you could make your own food arrangements. If they say yes, call a nearby kosher restaurant and order a reasonably priced meal. Make sure the restaurant supplies you with eating utensils upon delivery. While there is a broad range of acceptable behavior when it comes to kashrut and eating out, you should consult alumni or religious professionals to see how you can be true to your values while maintaining a professional and inclusive demeanor during the dining experience.
9. Be consistent in the use of your name. Your email address, resume, cover letters, thank you notes, voicemail message, and any email exchanges should all have the same name. You should not use a Hebrew name in your email address but use a different name on your resume, for example.