

Setting Up the Meeting

If you're scheduling a meeting over email, send your availability for at least a week to avoid having to send multiple emails back and forth, delaying the process.

Sending a picture of your schedule can also be an effective way of doing this.

Preparing for The Meeting

Do your research! Be familiar with the professor's previous work and the work they may be doing now. Explore their faculty webpage on their departmental website.

While most meetings are not structured like formal interviews, it would still be best to have a couple of responses ready for questions that are often asked in this setting [*What is it you are wanting to do with your degree?*] [*Why do you want to do research?*][*What is it about this project that interests you?*]

Make a good first impression. You do not need to wear a dress suit, but sweatpants, torn jeans, sweatshirts, and shorts show disrespect – so clean jeans, pants, skirt with a nice top are appropriate. Wear something that is comfortable and that is conservative.

At the Meeting

Silence your phone before you arrive.

Upon arriving to the professor's office, greet them by shaking their hand and introducing yourself. Feel free to ask them how their day is going. This is an opportunity to get a sense of the professor's mood and how well they communicate with students.

Slightly lean forward in your chair and nod while the professor is speaking. This shows that you're engaged and interested in what the professor is saying.

Write down important information the professor is saying on a notepad. Make sure to bring a notepad and pen. Do not ask the professor for these items.

Never look at your phone.

Ask the professor any questions you may have. Ask specific questions about the project that help show you're interested. Be sure to also ask about logistical aspects of the position (i.e. hours of commitment, which semester).

Kindly thank the professor for their time at the end of the meeting. Shake their hand upon leaving.

After the Meeting

Send a follow up email thanking the professor for their time.

Offer to send the professor anything else that may be helpful.

Be patient! Professors may not be able to reply to your follow up email right away. If 1 week goes by, send them a follow up email restating your interest and the details of your meeting.