INTERVIEWING ETIQUETTE

Best Interview Practices

Putting your best foot forward in an interview can mean the difference between landing that dream job or heading back to the job boards. Use the etiquette tips below to ensure you are making the best first impression possible at your interview.

PRE-INTERVIEW

Before you head into the interview there are few preparatory steps to take.

RESEARCH

Become familiar with the company and person you are interviewing with. This will ensure there is never a lull in the conversation.

RÉSUMÉ

Organize your résumé and any other materials you are taking with you.



3 SILENCE

Merely placing your cell phone on vibrate is not enough, turn your cell phone off before the interview.

ON TIME

Give yourself an extra 20 minutes. Be conscious of potential traffic. Whatever you do, do not be late.

THE INTERVIEW



combination of great preparation and excellent. interviewing skills.

Acing your first job interview takes a

A FIRM SHAKE Wait for your interviewer to

initiate the handshake. Make sure your grip is firm but not crushing. **CHATTERBOX**

Although it is important to be

conversational in your interview, you should not be having a one-sided conversation. **BODY POSTURE**

legs. Body language is crucial in an interview, so maintain good posture.

SMILE

Do not slouch or cross your

Smile even if you are nervous. You want to remain approachable and not seem stern.



MY NAME IS

MRS. SHLATER

Remember your manners.

Use the magic words, "please" and "thank you," frequently.

BE POLITE

MONEY FIRST

Do not begin the interview

by asking about the job's financial particulars. Wait until the end or halfway through the interview.

NO GUM Do not chew gum, candy, or

mints during your interview.

THE NAME GAME Use only the name the

themselves.

interviewer uses to introduce

THE INTERVIEW



a few extra dinner-time etiquette tips that you must remember.

If you are invited out to an interview dinner, there are

Even if your interviewer offers you a drink, politely refuse

DO NOT DRINK

dinner. **DINING ETIQUETTE** Use all proper table manners,

and stick to water during the

silverware on your plate when you are finished with

including leaving your

your meal. **SMALL BITES** Take small bites of food, and never talk with your mouth



SKIP THE WINGS

Stick with food that is eaten with a fork and knife and not

with fingers (no buffalo wings, pizza, or mozarella sticks, etc.). PRICE POINT No matter how delicious it

may sound, stay away from the most expensive items on

the menu- no lobster tail ravioli. THE BILL 6 If you are invited to the

meal, you are not obligated

to pay. Offering payment would be inappropriate.

POST-INTERVIEW

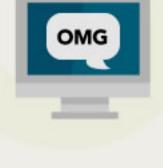
How you behave after your interview is as important as the actual interview.

THANK YOU NOTE

Always send a thank you

note after your interview. The format of the note may depend on the type of company you interviewed with, but handwritten is always best.





No mater how badly you may want to update your

DO NOT TWEET

social media status, do not share details of your interview on the Internet. Your interviewer may be checking up on you online.

