

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 1

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

RÉSUMÉ 2

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

SILENCE 3

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

ON TIME 4

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

THE INTERVIEW

IN AN OFFICE

Acing your first job interview takes a combination of great preparation and excellent interviewing skills.

A FIRM SHAKE 1

Wait for your interviewer to initiate the handshake. Make sure your grip is firm but not crushing.

CHATTERBOX 2

Although it is important to be conversational in your interview, you should not be having a one-sided conversation.

BODY POSTURE 3

Do not slouch or cross your legs. Body language is crucial in an interview, so maintain good posture.

SMILE 4

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

BE POLITE 5

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

MONEY FIRST 6

Do not begin the interview by asking about the job's financial particulars. Wait until the end or halfway through the interview.

NO GUM 7

Do not chew gum, candy, or mints during your interview.

THE NAME GAME 8

Use only the name the interviewer uses to introduce themselves.

THE INTERVIEW

AT A DINNER

If you are invited out to an interview dinner, there are a few extra dinner-time etiquette tips that you must remember.

DO NOT DRINK 1

Even if your interviewer offers you a drink, politely refuse and stick to water during the dinner.

DINING ETIQUETTE 2

Use all proper table manners, including leaving your silverware on your plate when you are finished with your meal.

SMALL BITES 3

Take small bites of food, and never talk with your mouth full.

SKIP THE WINGS 4

Stick with food that is eaten with a fork and knife and not with fingers (no buffalo wings, pizza, or mozzarella sticks, etc.).

PRICE POINT 5

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 1

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.

DO NOT TWEET 2

No matter how badly you may want to update your social media status, do not share details of your interview on the Internet. Your interviewer may be checking up on you online.