



Interview Etiquette

Below are some tips on dressing, speaking and behaving appropriately at job interviews:

- ★ If something is happening in your life where you need to be available 24/7, perhaps postpone the interview. At a minimum, you should turn off the sound on all electronic equipment utilising the vibration mode.
- ★ Wear a neat business suit to the interview. The best place to put your nametag (if provided) is on your right chest/shoulder area. This is because during the handshake, the other person's eyes naturally follow your arm to make eye contact, allowing time to slip another look at your nametag.
- ★ Always greet the receptionists and secretaries with sincerity as they play key roles in the organization.
- ★ Always stand when someone walks into the room. Smile, extend your hand and greet the person with a firm handshake. It should be brief, but long enough for both parties to say each other's name in greeting. Avoid limp, clammy and sweaty handshakes. When receiving a business card, show respect by reviewing it for a few seconds, perhaps even using that time to remember the person's name. Thank the person for the card and put it away.
- ★ Ask questions at your interview without interrupting the flow of questions from your interviewer. Don't display any bad habits. If interviewed over lunch, avoid all alcoholic beverages, do not smoke and ensure dining utensils, once used, do not remain on the table.
- ★ Leave the interview with a timetable for when the employer expects to make a hiring decision.
- ★ Send a thank-you note after every interview. You never know when or where your paths will cross again.
- ★ Prepare notes for your follow-up phone call. Identify yourself at the beginning of the conversation. Never answer call waiting if you are talking to a prospective employer, let the second call roll onto your voicemail. (Create a professional voicemail message. Don't make jokes, have screaming, shouting or background music and don't have cute greetings from your kids.)