



# Job Interview Etiquette

## DURING THE INTERVIEW

- GREET INTERVIEWER BY NAME AND GIVE A FIRM HANDSHAKE

- SIT UP STRAIGHT AND MAKE EYE CONTACT

- TAKE NOTES

- DO NOT RESPOND WITH LENGTHY ANSWERS

- DO NOT TALK NEGATIVELY ABOUT PAST EMPLOYERS

- ASK QUESTIONS

## AFTER THE INTERVIEW

- SEND A THANK YOU NOTE OR EMAIL

- FOLLOW UP

## BEFORE THE INTERVIEW

- RESEARCH BUSINESS/INTERVIEWER

- PREPARE LIST OF QUESTIONS TO ASK INTERVIEWER

- DRESS PROFESSIONALLY

- DO NOT WEAR HEAVY PERFUME OR AFTERSHAVE

- ARRIVE NO MORE THAN 15 MINUTES EARLY (AND NEVER LATE)

- TURN PHONE OFF OR SWITCH TO SILENT