

Interview Étiquettes

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Introduction

First impressions are lasting impressions. Whether you're walking into an office for a face-to-face interview or logging in virtually from home, the way you present yourself speaks volumes even before you say a word.

Interview etiquette isn't just about dressing well or arriving on time—it's about showing respect, professionalism, and readiness for the opportunity. From researching the company to following up after the conversation, every small step helps build a strong impression.

In today's competitive job market, where skills and qualifications often match across candidates, **etiquette becomes the differentiator**. Employers are not just looking for capable professionals but also individuals who align with their company culture, demonstrate emotional intelligence, and communicate effectively.

1. Before the Interview

1.1 Research the Company & Role

- Understand the company's mission, culture, and recent news.

- Study the job description.
- Prepare thoughtful questions about the role, team, and projects. For example, what will I be expected to do in the first few months? Or what are the tools and technologies that are used in this role?

1.2 Plan Your Journey

- Arrive 10–15 mins early (for in-person).
- For delays > call the interviewer, explain, and apologize.
- For virtual interviews, check the tech setup and log in early.

1.3 Prepare Your Documents

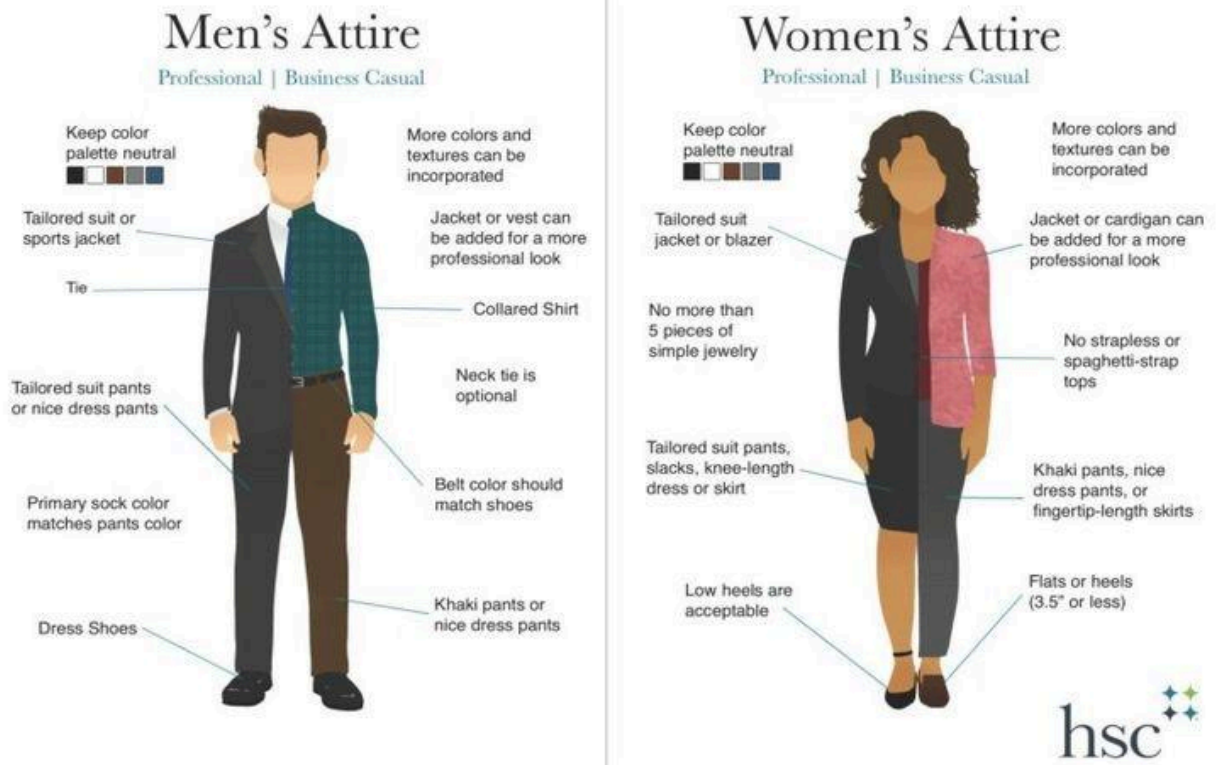
- Walk-ins: carry multiple resumes, references, notepad.
- Virtual: Email resume beforehand and keep a digital copy handy.

1.4 Practice Common Questions

- Prepare for: “Tell me about yourself,” “Why should we hire you?”
- Use the STAR method for behavioral questions (Situation, Task, Action, Result).

1.5 Dress Appropriately

- Research the dress code.
- Wear neat, comfortable, and distraction-free attire.
- Look polished for both virtual and in-person interviews.



2. During the Interview

2.1 First Impressions Matter

- Smile, maintain eye contact, and offer a confident handshake.
- Sit up straight and be enthusiastic.

2.2 Communicate Effectively

- Speak clearly, listen actively, and stay focused.

- Answer questions concisely and confidently.

2.3 Exhibit Professionalism

- Avoid slang or negative talk.
- Stay respectful and grateful throughout.

2.4 Ask Insightful Questions

- Focus on growth opportunities, team dynamics, and culture.
 - Avoid asking about salary/benefits in the first round.
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3. After the Interview

3.1 Follow Up

- Send a thank-you email within 24 hours.
- Reaffirm your interest and mention highlights from the discussion.

3.2 Reflect on Your Performance

- Note what went well and areas for improvement.

3.3 Stay Professional

- If rejected, ask for feedback politely.

- Keep communication positive for future roles.
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Case Study 1: The Tale of Two Candidates

Scenario:

Alex and Jordan both apply for the same sales executive position at a top firm. They have similar qualifications, but their interview approaches differ greatly.

Alex's Interview:

Alex arrives 20 minutes early, dressed in a well-fitted suit, and confidently greets the interviewer with a firm handshake. He maintains eye contact, listens attentively, and answers questions using the STAR method. He also asks insightful questions about the company's future plans. After the interview, he sends a thank-you email, expressing gratitude and enthusiasm for the role.

Jordan's Interview:

Jordan arrives five minutes late, wearing a wrinkled shirt and casual sneakers. He looks nervous and avoids eye contact. When asked questions, he rambles without a clear structure and occasionally looks at his phone. He does not ask any questions at the end and leaves without thanking the interviewer. He did not follow up after the interview.

Discussion Questions:

1. What positive behaviors did Alex display that contributed to a strong interview performance?
2. What mistakes did Jordan make that could hurt his chances of getting hired?
3. If you were the hiring manager, who would you choose and why?
4. How can Jordan improve his interview skills for future opportunities?

Case Study 2: Interview Etiquette in Action

Scenario:

Sarah has an interview for a marketing coordinator position at a well-known company. She arrives five minutes before the scheduled time, dressed in a stylish but casual outfit. When she meets the interviewer, she gives a quick handshake while looking away. During the interview, she frequently checked her phone, interrupted the interviewer to answer quickly, and did not ask any questions at the end. After the interview, she did not send a thank-you email.

Discussion Questions:

1. What mistakes did Sarah make during her interview?
 2. How could she have improved her first impression?
 3. What should Sarah have done after the interview?
 4. If you were the interviewer, would you consider hiring Sarah? Why or why not?
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