

Interview Etiquettes

Be On Time: It is advisable to get to the interview 5-10 minutes early.

Dress Professionally: Dress is appropriate to the given company.

Greet Warmly: A firm handshake and pleasant smile accompanied with a standard say of greeting.

Be Prepared: Do research about the company and about the position.

Listen and Respond Clearly: Give straight answers and do not go off on a tangent and give unrelated information.

Ask Questions: Just as in small talk let the family know that you are interested in the things they are interested in by asking good questions.

Show Enthusiasm: Show interest in position.

Follow Up: Follow up an email of thanks to the interviewer after the interview.

Things to Avoid

Arriving Late: Shows a lack of respect.

Being Unprepared: Indicates disinterest.

Inappropriate Attire: Looks unprofessional.

Badmouthing Past Employers: Reflects poorly on you.

Interrupting: Disrespectful and disruptive.

Over-Explaining: Can seem unfocused.

Using Slang: Maintain a professional tone.

Discussing Salary Too Early: Wait until a job offer is made.

Checking Your Phone: Disruptive and unprofessional.