



Interviewing etiquette:
.....At the interview



The
5
senses
to
a
successful
interview!



SIGHT



"Smile and the world will smile back"

Who Would You Hire?



Dress smartly

- Makeup should be modestly applied
- Dress appropriately for the interview
- Have your clothes pressed
- No open toe shoes
- Never chew gum during an interview
- Nails should be modest in length and natural in color
- Minimal jewelry such as a watch, ring, plain necklace, or pin. Avoid noisy jewelry and large and Long earrings



Dress smartly

- Hair should be styled conservatively, and long hair should be brushed back from the face
- Undergarments should never be seen through or below outer clothing
- Clothes worn to parties, weddings is not appropriate for an interview
- Tattoos on the arms should be covered with long sleeves
- No sleeveless shirts
- Clothes should be comfortable
 - avoid too tight or too short



Body Language

Do's

- Smile
- Make frequent eye contact
- Smile
- Take notes
- Smile
- Nod frequently
- Smile
- Keep your hands out of your pocket
- Smile



Don'ts

- Slouch
- Cross your arms
- Tap your feet
- Clear your throat repeatedly
- Bite your lips or nails

HEARING

- Active listening is most important-answers relevant and appropriate to the question
- Speak with a professional tone
- Follow greeting etiquettes
- Remember and use names
- Don't be loud or too quiet
- Don't use slang, and do not swear
- Use good grammar and good diction. Say "yes", not "yeah." Avoid saying umm, ahh, you know or like....

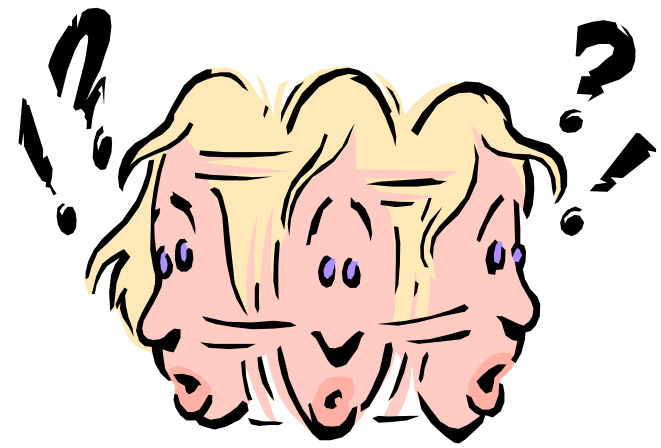


Meeting and Greeting



- Enter the room gracefully
- Smile
- Greet and state your name
- Wait to be asked to be seated
- Don't fold your arms or legs
- Keep your hands still
- Sit up straight in your chair,
Don't lean back
- Don't look down look straight, Maintain eye contact
- Don't open your mouth until you're ready to say something

Tricks for remembering names



- Repeat the person's name a few times to yourself after you're introduced
- Use the person's name immediately in the conversation after an introduction
- Immediately introduce that new person to someone else you know
- Jot down the person's name

SMELL

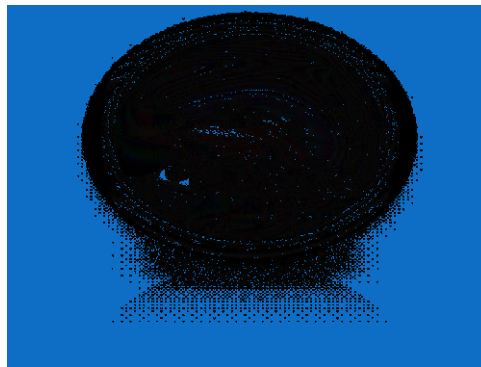


- Hygiene is important, Shower before your interview
- Brush your teeth and don't smoke before interview
- Wear mild perfume, which cannot be noticed from more than 3 feet away
- If you have bad breath or an armpit odor, use mint and deodorant

TOUCH



- Greet the Interviewer with a firm hand shake
- It is not appropriate to touch or hug your interviewer
- If you have sweaty hands, wipe them before shaking hands



The Proper Handshake



- Firm, but not bone-crushing
- Lasts about 3 seconds
- May be "pumped" once or twice from the elbow
- Includes good eye contact with the other person
- Hold your drink in your left hand to avoid a cold, wet handshake

TASTE



Never leave a bad taste in your potential employers mouth!