



Etiquette Tips for the Interview

How do we behave during an interview? Most of us do not know how to talk with food in your mouth or to give an interviewer a summary about typos. But what are some other etiquette tips that can guide us through the interview process?

Assuming you know the Givens: report of the interview on time, use your best "professional" clothes (no jeans or tank tops) and carrying extra copies of your resume, not resting your elbows (or feet!) on the desk of the interviewer and answer all questions with more than a yes or no.

Beyond these assumptions, here are some tips:

Greet the interviewer with a strong handshake. Give eye contact with the interviewer, smile with a strong handshake. Say your name clearly and slowly. (Do not swallow the name that makes the interviewer believe candidate lacks confidence.)

Do your homework. Find out everything you can about the job and the company before the interview. Companies love it when you do that. You do not have to tell them everything they know, but you can sprinkle on your knowledge through your questions.

Respond to questions from the interviewer. This means being direct and concise in your responses. For more details about something, be sure with regard to the question.

Ask solid, open questions. Its aim is to discover what is working for this company. What are the challenges? Ask questions like, will give you information about the pros and cons. The interviewer will give you a brilliant picture of things. Open questions use strong response to tarnish. **Getting a job** is even worse than bad getting no work!

Sit upright in your chair. When you fall, you lose the look of confidence. Sit and stand straight. In fact, better not cross your legs because you can sit with straight legs uncrossed.

Do not interrupt the interviewer. As much as you like to go with some tidbit of information, wait until he pauses. If you have a very talkative interviewer, show him what a great listener you are.

Provide solid examples of things you have done. Demonstrate through your examples of how you have handled people and situations. Being able to deal effectively with people is a big advantage.



Let go when it is time. When the interviewer thanked you for coming, or asks any questions that are a sign that it is time to go. You can ask a question or two but not more than ten minutes remaining beyond this sign.

Do not watch the clock during the interview. You want to appear vigilant even if you have decided is not the job for you. Needless to say, it should be no text or cell phone calls during an interview. By all means, turn off your cell phone!

Monitoring, but not be a pest. Make sure you understand how they want to follow up and do it. Above all, be punctual and **prepared for your interview** and leave with a clear idea of what are the next steps.

Hand your business card to the interviewer. If you know that it is going on for several interviews, you can have some business cards. It is a courtesy to leave the interviewer with a way to contact with simplicity.

Interviewers prefer to keep everything related to a confidential interview. Show them that you can be trusted.

See the following articles for more information:

- **[21 Major Interview Mistakes to Avoid at All Costs](#)**
- **[The Best Way to Prepare for a Job Search and Interviews](#)**
- **[How to Talk About Other Interviews in Your Interviews](#)**
- **[How to Answer the Tell Me About Yourself Interview Question](#)**
- **[How to Answer the Do You Have Any Questions for Me Interview Question](#)**