

Essential Etiquette for Every Job Interview

Summary: *Following typical etiquette many seem like a no-brainer, but many people have forgotten what proper manners are, especially in a job interview.*



Following proper etiquette guidelines during an interview may be the difference between landing the job and starting the application and interview process over again for another position. In order to make sure you are making the best impression at an interview, follow these tips:

Pre-interview – Before you even sit down for the interview, there are several steps you should be taking. Researching the company and person interviewing you is important so that you not only understand what company you are trying to join, but also so that the interview never has a lagging moment. Prepare your resume and any other documents, such as a portfolio, that you want to bring with you so they are ready to go. Check for any traffic issues that may delay your travels to the interview so that you arrive a little bit early. Whatever you do, don't be late. The moment you walk into the building for the interview, turn off your cell phone – switching it to vibrate is not enough. If you decided to chew gum to freshen your breath, spit it out before you forget. Don't walk into the interview with it still in your mouth.

- **See [6 Things to Never Do Before Interviews](#) for more information.**

During the interview – Start the interview with a firm handshake. You want to be talkative, but not a chatterbox that never shuts up. Give the interviewer time to talk and ask questions. Maintain good body posture by not slouching or crossing your legs, except at the ankle for women. Keep a smile on your face, especially when you are nervous. Use words like “please” and “thank you” often. Avoid **discussing money during the interview**. If money has to be discussed, wait until the end of the interview or after it has ended. Practice saying the interviewer's name frequently so that you will remember it (which will show them that you listened).

- **See [5 Things Not to Say during an Interview](#) for more information.**



Post-interview – Always send a thank you note after an interview, whether the interview crashed and burned or was an overwhelming success. You can cater the note to how formal or informal the interview was with a fancy card in the mail or an email. Do not share details of the interview online. Keep it to yourself until you start your first day of work, and then always keep what you share publicly positive if you plan on keeping the job.

- See **Post Interview ‘Thank You’ Notes – Are They Necessary?** for more information.

Photo: inc.com