

When You Go for a Job Interview:

1. Research the job/company before the interview.
2. Dress professionally.
3. Arrive 15 minutes early but no sooner.
4. Be polite and courteous towards everyone.
5. Greet your interviewers as Ms. or Mr.
6. Make sure your cell phone is completely silenced (not even on vibrate).
7. Make appropriate eye contact and smile.
8. Sit up straight and look interested.
9. Do not point, stare, cross your arms, fidget, or glance around the room frequently.
10. Give a firm handshake.
11. Accept water when offered.
12. Let the interviewer lead the conversation.
13. Do not interrupt anyone while they are talking.
14. Take notes during the interview.
15. Seek to make a good impression even if the interview is not going well.
16. Be mindful of your behavior from the moment you arrive until you drive away.
17. Send a thank you note soon after your interview.



Petras, M. (n.d.) Job interview etiquette. <https://www.job-interview-wisdom.com/interview-etiquette.html>

Wilkinson, M. (n.d.). The 10 simple rules of appropriate interview etiquette. Retrieved from <https://www.coburgbanks.co.uk/blog/candidate-tips/the-10-simple-rules-of-appropriate-interview-etiquette/>