

INTERVIEW ETIQUETTE

When you arrive at a job interview, introduce yourself to the front office/reception (if there is one). Let them know who you are and who you are scheduled to meet with and when

- Bring additional copies of your resume along with a list of references to offer the interviewer.
 - Also carry few passport size photographs
 - Bring your laptop or iPad in case of any presentations to be shown.
 - Dress appropriately and make sure that you do justice to your smart
- Be punctual. Arrive about 10-15 minutes earlier. (Any excuse for being late is not acceptable)
- Do not ask for refreshments, even if offered deny politely. Make sure you had something to drink and eat before the interview begins.
- Smile while you enter
- Use a firm handshake with a secure, steady grip and then release. Do not pump more than 2 times (Ideally just once) a dry, firm handshake reflects a strong personality and is what most employers are looking for. Limp, sweaty hands are a no. This is the first body language in the interview that your interviewer will "read".
- Sit down when you are asked to.
- Keep eye contact with the interviewer. Maintain eye contact but do not stare.
- Show genuine interest in the company, the interviewer, and the job.
- Be alert and interested all the time!
- Be confident but never cocky!
- Do not make any negative comments about anything.
- Do not bad-mouth any former employer.
- Place your briefcase/laptop bag or other interview paraphernalia on the floor and not on the table or lap.(If you are a lady and you carry a handbag, ideally it should also be kept on the floor-and not on your lap)
- Do not interrupt the interviewer.

- Make sure your cell phone is switched off and not visible
- Be polite to everyone (Including Front office personnel)!
- Pay attention to your body language. Stand and sit up straight, be moderate in using hand gestures.
- Do not lie because sooner or later you will be caught!
- Do not be over enthusiastic, you may look desperate.
- Ask intelligent and relevant questions that will impress your interviewer.
- Do not smoke, chew gum, curse or eat garlic beforehand.
- Go to the interview alone (avoid but still if you can't-let parents, children, spouses, friends etc. wait outside the building or sit in the car if they accompany you).
- Avoid being touchy in an interview situation.
- Do not imitate your interviewer's dialect.
- Thank the interviewer for their time and ask what the next steps are, if they didn't already tell you.
- Send thank-you notes following the interview. Make yourself memorable.