

## Interview Etiquette

Today's *Career Headlines* is your last for this school year. Enjoy your summer and look for us again in the fall.

Knowing proper interview etiquette is important to your success. How you dress, the items you bring to the interview, how you greet the interviewer, and how you communicate can make a difference in whether you are chosen for a job.

- 1. Smile at the assistant who greets you, and offer your name and the name of the person you are meeting.** You may have heard the phrase, "Be nice to the people you meet on the way up because you may meet them on the way down." This applies to people you meet before seeing the interviewer. The assistant may be asked, "What did you think of that applicant who was just here?"
- 2. Smile (again) and shake hands with the interviewer.** A firm handshake says a lot about you and may lead to brief small talk. But don't think a "How are you today" question invites you to describe your leg injury, your lack of sleep, or your car that had to be towed.
- 3. Offer a copy of your résumé to the interviewer.** Have references printed out in case you are asked for them. This shows you planned well.
- 4. Let the interviewer guide the direction of the conversation.** You may have come prepared to convince the interviewer you're the best person for the job. You want to do that, but you're a guest in the interviewer's office, so don't dominate the conversation.
- 5. Listen carefully to questions and take time to phrase your responses.** If you're not sure what is being asked, encourage the interviewer to repeat a question. Do not interrupt the interviewer and don't ramble. Be brief.
- 6. Show interest through your body language.** Nod to show a positive response if a verbal comment would interrupt the interviewer. Be alert and look directly at the interviewer. Do not slump in your seat, wiggle, or make other excess movements.
- 7. Take your cue to leave the interview.** Don't hang around to make casual conversation. Shake hands (again) and make a gracious statement such as, "Thank you for meeting with me. I'm very interested in the job." Make sure the interviewer knows you want the position.
- 8. Smile (again) at the assistant, and anyone else you meet, on the way out.** That includes other applicants who may be waiting to be interviewed after you.



**Action:** Imagine that you're entering an interviewer's office and are asked, "How is your day going?" What will you say?

*Note to teachers:* The *Career Headlines* team has enjoyed serving you and your students this year. Please visit our new website at [www.careersolutionspublishing.com](http://www.careersolutionspublishing.com) and return there often to learn of our activities and products. We wish you a relaxing summer. See you next year.