

JOB INTERVIEW ETIQUETTE

BEFORE THE INTERVIEW



RESEARCH THE COMPANY

You need to make the interviewer know you care about the job. It pays to do some homework about the company. At minimum, visit their website and see if they talk about their culture or values. You might also find financial information. This is all good knowledge to casually drop in the interview.



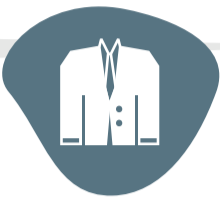
PRACTICE, PRACTICE, PRACTICE

If you have been asked to prepare a presentation, practice it until you know it inside out. Also, have your responses and examples ready for classic interview questions, like how your previous job experience relates to the role or what your working style is. Just don't sound too scripted on the day.



BRING YOUR RESUME

Have multiple copies of your resume, cover letter, and any other useful information. This is so you can hand them out if anyone needs one, or refer to your own to remind yourself of discussion points. You might also want a notepad and pen.



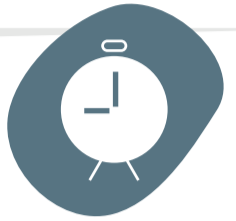
DRESS TO IMPRESS

What you wear will make a first impression on your interviewer. Precisely what to wear will depend on the type of company you're interviewing at. However, if you know what employees wear, always try and dress a bit smarter than them. You can't really overdress for an interview. If you're unsure, opt for a smart shirt with trousers or a skirt.



BE WELL GROOMED

You should never judge a book by its cover. That said, if you turn up with your shirt hanging out, dripping in sweat, or smelling bad, it's not a good look. Take the time to ensure you are clean and tidy before arriving at the interview. Besides, it will help you feel more confident.



ARRIVE EARLY, NEVER LATE

Whatever happens, do not be late for the interview. Plan your route in advance, accounting for any traffic delays. If you can, do a trial run beforehand. Arrive 15 minutes early so that you can freshen up, sit in the lobby, and collect yourself. Don't arrive earlier than this as it could make the interviewer feel pressured.



TURN YOUR MOBILE PHONE OFF

You don't want your phone ringing and interrupting the interview. Don't take any risks. Don't put your phone on vibrate. Turn it off. In fact, it's best to leave your phone in your bag or in the car for the entire interview process. Even looking at your phone in the lobby could be viewed as unprofessional.

DURING THE INTERVIEW



INTRODUCE YOURSELF CONFIDENTLY

When meeting your interviewer, give them a firm handshake, smile, exchange pleasantries, and use their name. This will help give a good first impression and set the tone for the rest of the interview.



ACCEPT THE DRINK

If you are offered a drink, accept it. Not only will this give you more time to get settled into the room, but you can also take a sip to calm yourself and give time to consider answers.



COMMUNICATE WITH BODY LANGUAGE

Your body language can say more than words, so remember to pay attention to it. Sit up straight, maintain eye contact, and don't cross your arms. It can be helpful to practice in front of the mirror to be aware of how you look.



FOLLOW THEIR LEAD

You should let the interviewer set the pace. Be careful not to talk over them. Do not ramble when giving answers. Provide sufficient detail, but stop speaking when you're done. Unnecessary words will devalue what you've already said. The interviewer will need a moment to digest your answer and follow up, so don't be afraid of silence.



SELL YOURSELF

Your friends and family might know how great you are, but the interviewer only has a short space of time to assess you. Don't be afraid to talk proudly about your achievements or passions. It might sound unnatural, but this is the time to big yourself up.



REMAIN POSITIVE

No matter what you are asked, always put a positive spin on it. You might be asked about a previous negative experience or how you would handle a bad situation; frame your answer as a learning experience. Similarly, never bad mouth an old boss or employer.



ASK QUESTIONS

An interview shouldn't be a one-way street. While you should definitely be doing more answering than asking, don't be afraid to raise a question or two. There's nearly always a section where you will be asked if you have any questions, so have some prepared.

AFTER THE INTERVIEW



THANK THE INTERVIEWER

No matter how you think the interview went, thank the interviewer for their time, shake their hand, and smile. Ask when you will hear about next steps. It's always good to leave with the positive impression you started with.



THE INTERVIEW DOESN'T END AT THE DOOR

You may have said goodbye to the interviewer, but you are still on company premises. You don't know who is watching and judging you, so maintain professionalism until you're definitely out of sight. So don't let out a sigh of relief or jump on the phone until later!



SEND A FOLLOW-UP MESSAGE

It's good to send an email to the interviewer afterwards to reiterate your thanks and mention that you look forward to hearing from them further. Feel free to follow up if you don't hear back by the date they said you would, but don't bombard them.