

Lesson #16

“Interview Etiquette”

Interview etiquette is crucial for making a positive impression and demonstrating professionalism. Here are some key interview etiquette tips:

1. Be Punctual:

- Arrive on time for in-person interviews or log in to the virtual interview platform a few minutes early. Punctuality shows respect for the interviewer's time.

2. Dress Appropriately:

- Dress in professional attire that is suitable for the job and the company culture. When in doubt, it's better to be slightly overdressed than underdressed.

3. Greet with Enthusiasm:

- Offer a friendly and confident greeting, such as a firm handshake and a warm smile (in the case of in-person interviews) or a friendly virtual greeting.

4. Maintain Good Eye Contact:

- Maintain eye contact to show engagement and interest in the conversation. This applies to both in-person and virtual interviews.

5. Actively Listen:

- Listen carefully to the interviewer's questions and respond thoughtfully. Avoid interrupting and let the interviewer finish speaking before you respond.

6. Use Professional Language:

- Speak in a professional and respectful manner. Avoid using slang or casual language during the interview.

7. Mind Your Body Language:

- Maintain good posture, avoid fidgeting, and use open and welcoming body language. Non-verbal cues are an essential part of interview etiquette.

8. Address the Interviewer Appropriately:

- Use titles and last names (e.g., Mr. Smith, Dr. Brown) unless the interviewer suggests otherwise. Use "sir" or "ma'am" if you're unsure of the appropriate title.

9. Be Courteous to Everyone:

- Treat everyone you encounter, from the receptionist to the interviewer, with courtesy and respect. Impressions are formed by how you treat everyone, not just the interviewer.

10. Bring Necessary Materials: - If requested, bring multiple copies of your resume, a portfolio, or any other documents. Carry them in a professional folder or briefcase.

11. Prepare Questions: - Have thoughtful questions prepared for the interviewer. Asking questions demonstrates your interest in the company and the role.

12. Be Honest: - Answer questions truthfully and honestly. It's better to admit when you don't know something rather than providing false information.

13. Avoid Negative Talk: - Refrain from speaking negatively about current or past employers, colleagues, or workplaces. Keep the conversation positive and professional.

14. Thank the Interviewer: - Express gratitude to the interviewer at the end of the interview, both in person and virtually. A simple "thank you for your time" is appropriate.

15. Follow Up: - Send a thank-you email within 24 hours of the interview to express your appreciation and reiterate your interest in the position.

16. Respect Boundaries: - Respect the interviewer's personal space and privacy. Avoid sensitive or intrusive questions.

17. Prepare and Research: - Show that you've done your homework by researching the company, its culture, and the job role. Be prepared to discuss how you can contribute.

18. Use a Strong Handshake (In-Person): - If handshakes are culturally appropriate, offer a firm and confident handshake. This applies to both men and women.

19. Stay Professional Until the End: - Maintain professionalism until you leave the interview location, even after the formal interview ends. Your behavior in the lobby or while leaving is still part of the impression you leave behind.

20. Adapt to Virtual Interviews: - If the interview is conducted virtually, ensure that your online etiquette is on point. Dress professionally, choose an appropriate background, and minimize distractions.

Following these interview etiquette guidelines will help you make a positive impression on the interviewer and increase your chances of moving forward in the hiring process.