



INTERVIEW ETIQUETTE

Step 1 – Dress Appropriately

People form impressions of others within a few seconds of meeting them, so if the significance of what you wear is immense! **NEVER WEAR JEANS.** Belts should match the colour of your shoes, and if you are wearing a suit, both should be black as 'brown remains for casual wear'. Also your shoes should be well polished.

Step 2 – Style Your Hair Neatly

The key point to be underlined for both genders is that your hair should be 'neat and off the collar'

Men: Avoid using so much hair product that you look flammable

Women: Hair should be 'brushed and under control' If you have long hair, it should be tied back out tidy.

Step 3 – Don't Be Late

Your interviewees are busy people so it is inconsiderate to hold up their schedule. Arrive 10 minutes before your interview so you have time to collect your thoughts and prepare.

Step 4 – Do Not Be Rude!

This principle applies not just to the interviewers but anyone you meet on the day, including doorman receptionists etc. You never know, they might be reposting back on you!

Step 5 – Greet Your Interviewer Correctly

Your greeting is likely to be your first face-to-face contact with your interviewer, so it is vital you get it right! Aim for a firm handshake with your right hand, leaving your left hand dormant by your side. **Eye contact is essential** throughout the interview process!

Step 6 – Sit Properly

Position yourself so that you **look attentive** but can **be comfortable**. Sit on the edge of the chair or right at the back, a common error is to sit in the middle which will cause the back to slouch.

Step 7 – Let The Interviewer Speak

Put yourself in the interviewers' shoes and you will realise being cut off in mid-sentence can be rude and annoying, **Be patient and listen** to everything the interviewer says and save questions you have for after the interviewer has finished talking!

Step 8 – Do Not Lie!

Never lie on your CV or when asked a question about your experience at interview, it is also not a good idea to be less than honest when asked whether you'd definitely take a position offered to you.

Step 8 – Leave a Good Impression

The biggest mistake you can make is to think the interview is over and make the first move towards leaving. Instead, wait for a cue and then you should thank them for their time and **end with a smile and handshake.**

Good Luck! 😊

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