



## **Basic interview etiquette**

**A**bove all else be on time.

**D**ress professionally.

**T**urn off your phone or tablet or any device that could interrupt  
before you enter the interview room.

**S**hake each interviewer's hand and make eye contact  
when you are introduced.

**U**se a firm and confident grip to shake hands,  
not an uncomfortable squeeze.

**R**epeat interviewers' names when you meet them and  
and again when you say good-bye.

**S**tand behind the chair until you are invited to sit; if not  
invited, ask where they would like you to sit.

**D**o not place personal items on the table; instead place them under your  
chair or on a chair beside you if available.

**A**ccept the water; it will avoid requesting it later if your mouth becomes dry or you get thirsty.

**S**mile to show you want to be there.

**E**xpress and demonstrate genuine interest in the position.

**A**void negative remarks about any previous jobs or employers.

**R**emain polite and professional even if provoked.

**D**o not use any slang or profanities.

**T**hank the interviewers for their time and the honor of being considered for the position just before you exit.

**F**ollow-up with a hand-written thank-you sent by snail mail, not by email.

Superintente