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Basic interview etiquette

Above all else be on time.

Dress professionally.

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

Shake each interviewer's hand and make eye contact when you are introduced.

Use a firm and confident grip to shake hands, not an uncomfortable squeeze.

Repeat interviewers' names when you meet them and and again when you say good-bye.

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

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

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

Smile to show you want to be there.

Express and demonstrate genuine interest in the position.

Avoid negative remarks about any previous jobs or employers.

Remain polite and professional even if provoked.

Do not use any slang or profanities.

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

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

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