

The Dos & Don'ts of INTERVIEW ETIQUETTE

Your resume and cover letter earned you an interview. Add polish to your presentation with business etiquette.



DO

DON'T



arrive five minutes early

dress professionally



be respectful of those already employed



have a firm handshake



thank the interviewer



send a thank you note



YOU'RE HIRED!



mumble or use slang

have poor posture



ask about vacation time, salary, or benefits



fiddle with your phone
(leave it in the car)



have a crushing handshake



forget to follow up



NOT HIRED.

