A potential employer may invite you to a meal as part of the interview process. This is the employer’s way of getting to know you in a more social setting to see if you will fit into their company culture. Practicing professional etiquette indicates to potential employers that you are a mature, responsible adult who can successfully represent their company.

**BEFORE THE MEAL**
- If arriving separately, arrive a few minutes early.
- Wait to sit until the host/hostess indicates the seating arrangement.
- If you are unsure about a price range, ask your host what dish they would recommend, or go with an item that is in the mid-price range.
- When ordering, select something easy to eat, such as boneless chicken or fish.
- Place napkin in lap before eating or drinking anything.
- Practice proper posture; sit up straight and elbows off the table.
- Place napkin on chair seat and push chair under table when excusing yourself.
- Wait to eat until everyone has been served.

**EATING**
- Begin with utensils from the outside in. The dessert utensil is usually above the plate.
- Dip soup away from you; sip from the side of the spoon.
- Pass salt and pepper together – even if asked for only one.
- While speaking, utensils should be resting on plate.
- Don’t chew with your mouth open or blow on your food.
- Bring food to your mouth – not your head to the plate.
- When you are finished with the course, place your fork at 4 o’clock on the plate, tines down and your napkin beside the plate.
- If a small bowl with water is on the table, or appears with dessert, wash the tips of your fingers in it. Dry them on your napkin.

“Alcohol should be avoided at any point of the interview process. Always rise when being introduced. Be courteous and polite to everyone, especially the server.”