

Etiquette

Stephen F. Austin State University | Center for Career and Professional Development

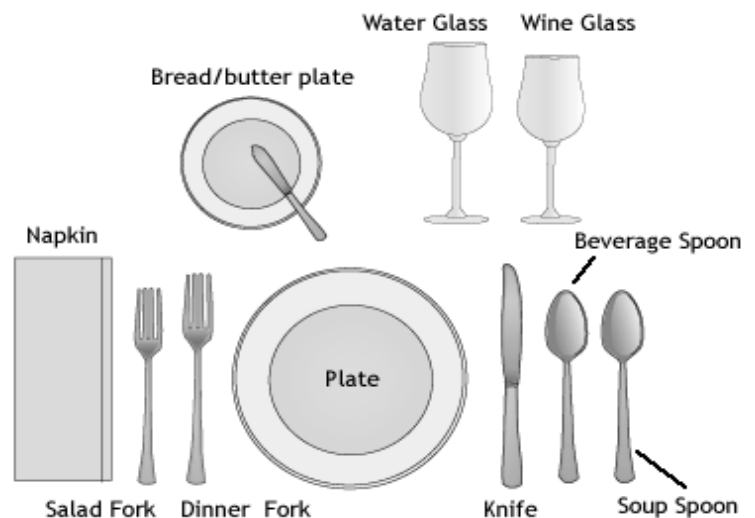
A potential employer may invite you to a meal as part of the interview process. This is the employer's way of getting to know you in a more social setting to see if you will fit into their company culture. Practicing professional etiquette indicates to potential employers that you are a mature, responsible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

During the meal

- 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. ”