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Job Interview Etiquette – Rules you should learn and remember

1. Come on time.

If you think that arriving five minutes late for your interview is okay, you will have to forget the thought altogether. Interviewers have a schedule for the entire day. Once you are late, you make their life more difficult, and you do not want to do that.

2. Turn your cell phones off.

To answer a call, or just to let your phone vibrate in an interview, shows how little the meeting means for you. Not a kind of impression you want to make, do you?

3. Listen to the interviewers.

Many applicants think about something else while they interview for a job, or they answer a different question than the one we asked them. Many people will interrupt the interviewers in the middle of a sentence, and some job applicants actually try to lead the interview. None of that should happen to you, at least if you really want to get a job.

4. No yawning please.

Yawning is considered a sign of tiredness, and it suggests a little interest. If you feel like yawning, go and grab a coffee or energy drink before the start of your interview.

5. Keep some distance, avoid personal questions.

Unless you are a communication expert, and are absolutely sure that it is appropriate to ask a personal question (question about family, hobbies, etc), you should avoid such questions altogether. This rule applies to both interviewers and job candidates.

6. Shave and take a shower.

Try to look good, take a shower, shave. Do not overdo it with perfume or other cosmetics. Good choice of clothes won't win you a job contract, but you should still try your best to look good and professional.

7. Let the employer to lead the meeting.

You are in the room primarily to listen, and to answer the questions of the interviewers. Listen carefully, talk to the point, and wait for your chance to ask a good question.

8. Avoid illegal, racist, and other inappropriate questions.

Keep it professional. Whether you are an interviewer, or a job candidate, you should ask only about things that really matter for the job.

9. Job interview is not a date.

At the end of the day, people who meet in the interviews are only people. It is perfectly fine to wear something you look attractive in, but you should never suggest a meeting outside of the interviews, and if another party suggest such a meeting, you should politely refuse their proposal.

Source and more information on your interview preparation:

<https://interviewpenguin.com/job-interview-etiquette/>