

# Interview Etiquette - Codes of Conduct for Interviews

Interviews are often stressful - even for job seekers who have interviewed many times. Interviewing can be even more stressful when you are expected to eat and talk at the same time. One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure.

Etiquette refers to good manners which help transform a man into a gentleman. An individual must behave well in public to gain respect and appreciation from others. It is essential to behave in a socially acceptable way.

Interview is nothing but an interaction between the employer and potential employee where the employer tries to judge the individual on various parameters for prospective employment in organization.

An individual must do well in interviews to be a part of his dream job.

Before you go into an interview, you should make sure you're prepared mentally and have everything you'll need for the big day. Here's a checklist to run down to make sure you haven't forgotten to do anything.

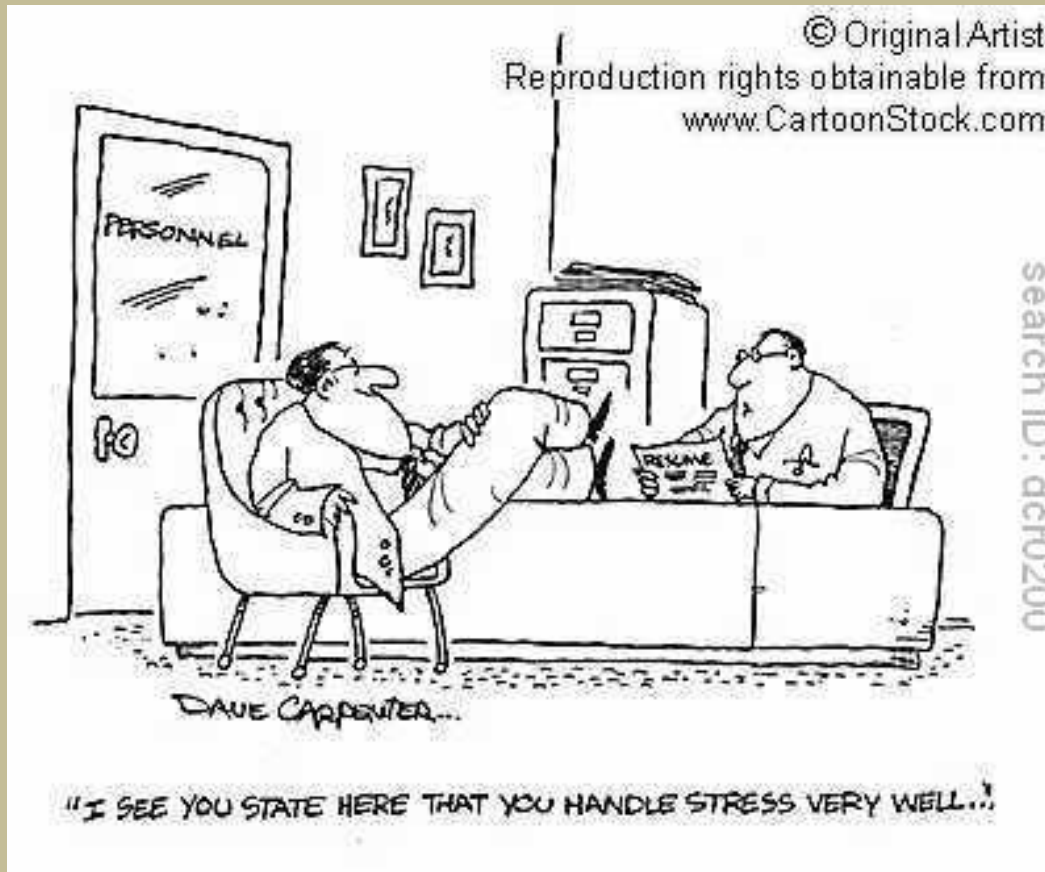
## 1. Is your RESUME ready?

The first thing you should check off your list is your resume. Is it perfect? It needs to be, because your resume is the first impression you make on an employer. You need to make sure there are no typos on your resume and that you have extra copies to give to multiple interviewers.



## 2. Are You Mentally Prepared?

Do you know what questions to expect? Are you familiar with the company you're interviewing at? Have you thought about the tough questions you might get asked...and prepared strong answers in advance?





**“My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.”**

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### 3. Have You Been Following Industry News?

You'll be better prepared to impress an interviewer when you small talk if you have intelligent things to say about the media industry at large. Therefore you should go in armed to discuss topical things happening in the industry right now.



#### 4. Are You Ready for An Edit Test?

If you want an editorial job, at a newspaper or a magazine, you will probably have to pass an edit test. Many edit tests are take-home but, occasionally, you'll have to take an edit test on the spot. In order to do well on your edit test, you should know what to expect.



## 5. Are Your Clips Ready?

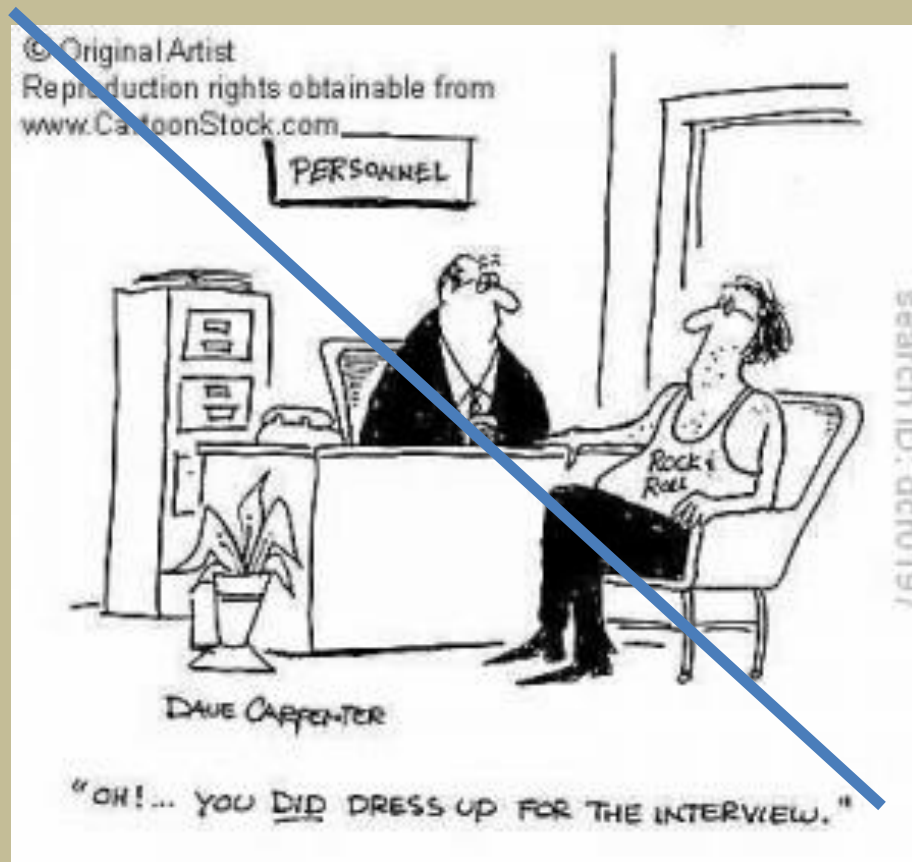
If you're applying for any job that requires writing, you'll need clips. Do you have the right ones? Are you presenting them in an appropriate manner? You need to make sure your writing samples are the strongest you have...and that you're presenting them in a professional manner.





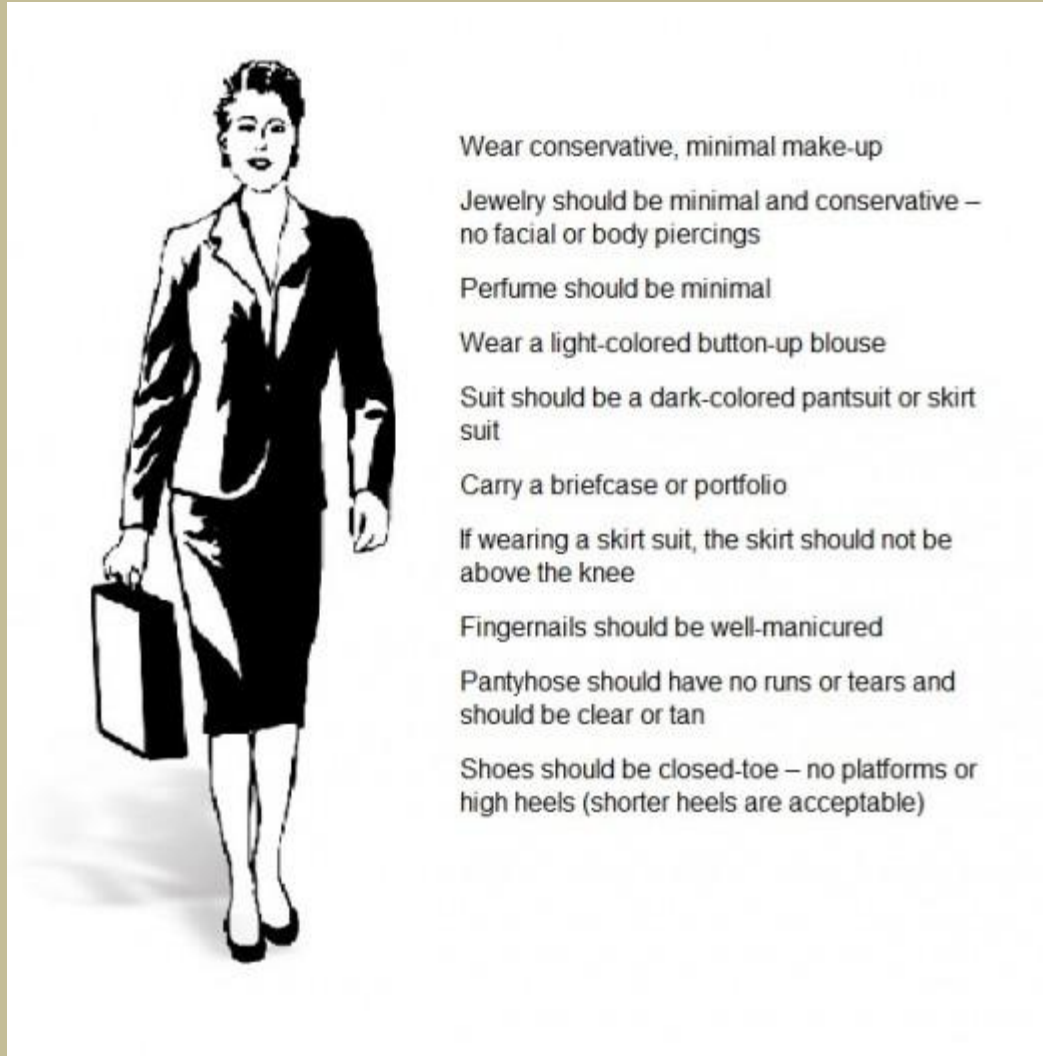
## 6. Are You Dressed for Success?

If you want the job, you need to look part. Make sure you're dressed appropriately and professionally. The cliché that you never get a second chance to make a first impression is especially true when it comes to job interviews.





According to Kim Zoller at Image Dynamics, 55% of another person's perception of you is based on how you look. Her Dressing for Success information gives some tips on how to look your best, without necessarily spending a lot of money. Here's a quick look at the basics:



Wear conservative, minimal make-up

Jewelry should be minimal and conservative – no facial or body piercings

Perfume should be minimal

Wear a light-colored button-up blouse

Suit should be a dark-colored pantsuit or skirt suit

Carry a briefcase or portfolio

If wearing a skirt suit, the skirt should not be above the knee

Fingernails should be well-manicured

Pantyhose should have no runs or tears and should be clear or tan

Shoes should be closed-toe – no platforms or high heels (shorter heels are acceptable)

## Men's Interview Attire



- A two piece suit in navy or another dark color
- A tie in a simple pattern that matches the colors of your suit
- button down dress shirt (white or pastel)
- polished dress shoes in a dark color
- No earrings! If you normally wear one, take it out
- Get a haircut. Short hair always fares best
- clean trimmed fingernails
- minimal cologne
- Light briefcase or portfolio case

# INTERVIEWING!

- Enter the interviewer's cabin with confidence. Greet him with a warm smile. A firm handshake says that an individual is confident, aggressive and willing to take challenges. Do not offer to shake hands if the interviewer is a female. Do not sit unless you have been told to so.
- Make an eye contact with the interviewer. Avoid looking here and there.
- Be honest with the interviewer. Remember a single lie leads to several other lies. Avoid fake stories. It might land you in trouble later.
- Take care of your pitch and tone. Be polite but firm.
- Stay calm. Avoid being nervous during interviews. Remember no one will hang you till death if you do not clear the interview. There is always a second chance.
- One must sit straight for the desired impact. Avoid fiddling with pen and paper. It is important to have the right attitude as it helps you stand apart from the crowd.
- Keep your cell phone in the silent mode while attending interviews. Cell phone ringing during interviews is an offence.
- Chewing gum during interview is childish.
- Do not fold your resume; instead keep it in a proper folder. Carry all other relevant documents which you might need during interview. Keep a passport size photograph handy.
- Slangs and one-liners must not be used in interviews.
- Avoid cracking jokes with the interviewer

"I hope I  
impress him"

Learn how to  
make a good  
first impression

"Good thing I prepared  
for this interview"

Learn how to prepare  
for an interview

"What Should I Ask Him?"

Here is a sample of  
interviewing questions



"He looks very  
professional..."

Here are tips  
on dressing  
appropriately



# Closing the Interview



- Towards the end of the interview let the hiring manager know that you think the job is an excellent fit and that you are very interested in the job. It's appropriate to ask what the next step in the hiring process will be and when you might expect to hear.
- Finally, thank the interviewer for the time they spent interviewing with you.

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