

PROFESSIONAL

Etiquette



Firm handshake

MEETING & GREETING



Maintain eye contact.



Rise when introducing or being introduced.



Provide information when making introductions—you are responsible for keeping the conversation going.



Unless given permission, always address someone by his or her title and last name.



Push chair under table when excusing yourself.

DINING



Arrive on time, if not early.



Wait to sit until the host/hostess indicates seating arrangement.



Napkins

- On lap before eating or drinking
- On chair seat if excusing yourself
- Beside plate at meal's end



This will be a talking business lunch. Order something easy to eat, like boneless chicken or fish and don't hold the order up with indecision.



Interviewers usually take care of the bill and tip, but bring small bills for your part just in case.



Keep hands in lap unless you are using them to eat.



Eating

- Wait to eat until everyone is served
- Eat at the same pace as everyone else
- Bring food to your mouth, not your head to the plate



Practice proper posture; sit up as straight as you can with your arms close to your body.



When speaking, cross utensils with all prongs downward.

EATING



Passing

- Salt and pepper together
- Pass to the right
- Handles toward next person
- Spoon toward next person
- Pass before serving yourself



Don't chew with your mouth open or blow on your food. Place utensils on plate before speaking.



Dip soup away from you; sip from the side of the spoon.



Utensils

- Work from the outside in
- Soup spoon is farthest from plate
- Salad fork is second from plate
- Tiny third fork is for seafood/appetizer
- Dessert fork/spoon is above plate