**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.

**DINING**

- **Arrive on time, if not early.**

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

- 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.**

- **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.**

- **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.

**EATING**

- **Passing**
  - Salt and pepper together
  - 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

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Adapted from article by Jennie Hunter, a professor at Western California University