

Document 1

JOB INTERVIEW ETIQUETTE

Etiquette, in general terms, is often defined as a code of “polite conduct and proper behavior”. [...] Etiquette should also be present during a job interview. In fact, it plays a very important role, since it provides interviewers a glimpse of the personality of the candidate. [...]

A recruiter is greatly impressed with the credentials of a candidate for an open position in the company. He has all the requisite skills and qualifications, and his level of experience puts him way ahead of the other candidates. [...]

On the day of the interview, the candidate walks through the door, [...] an unsmiling man with unkempt¹ hair and scruffy² clothes confidently swaggering³ in [...]. He takes out his phone and puts it on top of the table, then looks at you expectantly, clearly waiting for you to say something to start the interview. And wait, is he chewing gum...?

As the interviewer, how would you feel? [...] Will you still consider him a front-runner for the open position? Probably not.

In a job interview, you will basically be selling yourself. By practicing proper job interview etiquette, you will have greater chances of convincing the interviewer to “buy” you and what you have to offer.

Adapted from www.cleverism.com, December 9, 2016

1. unkempt : négligé
2. scruffy : peu soigné
3. swagger : fanfaronner

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