Etiquette Tips

Telephone / Skype Interview:

- Professional outgoing message
- Speak slowly & clearly
- Do not chew gum, eat, or engage in other activities
- Address the interviewer by their title & last name
- Deactivate “call waiting” and remove other “noise” distractions
- If skyping, dress professionally (see tips in Appearance section)
- Be prepared with notes, copy of resume & job description
- Do not interrupt the interviewer, avoid using slang & overuse of acronyms
- Refrain from going into extensive details over the phone
- Thank the interviewer and ask about next steps

Appearance:

- Appropriate professional attire
- Clothing should fit properly, be neatly pressed and clean
- Well-groomed hairstyle
- Cleaned and trimmed fingernails. No nail art and/or bright colors
- Minimal cologne or perfume. Be aware of odors in clothing, i.e., smoke, pets, etc.
- No visible body piercing or tattoos
- Minimal jewelry
- No gum, candy, or other objects in your mouth
- Turn off electronic devices