INTERVIEW ETIQUETTE - DO’S & DON’TS

DO…

• Provide a job description or briefly summarize the position and how it fits into the department
• Explain the role of the department within the University of Washington
• Bring extra pens/pencils and paper
• Start and end on time
• Be professional (clean clothes/hands, no joking, no slouching, no baseball caps)
• Be present, give the applicant your full attention
• Introduce yourself (name, title, department)
• Speak clearly
• Take good notes (no personal comments)
• Be consistent, treat applicants the same
• Smile, be pleasant
• End interview appropriately (“thank you,” “nice to meet you”)

DON’T…

• Be late (the applicant is expected to be on time, and panel members should be too)
• Engage in pre-interview chit-chat
• Leave your cell phone turned on or answer phone calls
• Eat food or chew gum
• Look bored, yawn or fall asleep
• Pre-judge
• Make or use inappropriate facial expressions or body language
• Tap pen or pencil on the table
• Keep looking at your watch or clock
• Read questions too quickly

Keep in mind that you are not the only one making an assessment. The applicant is assessing you too. Make sure you are representing yourself and Facilities Services in a positive and professional manner.