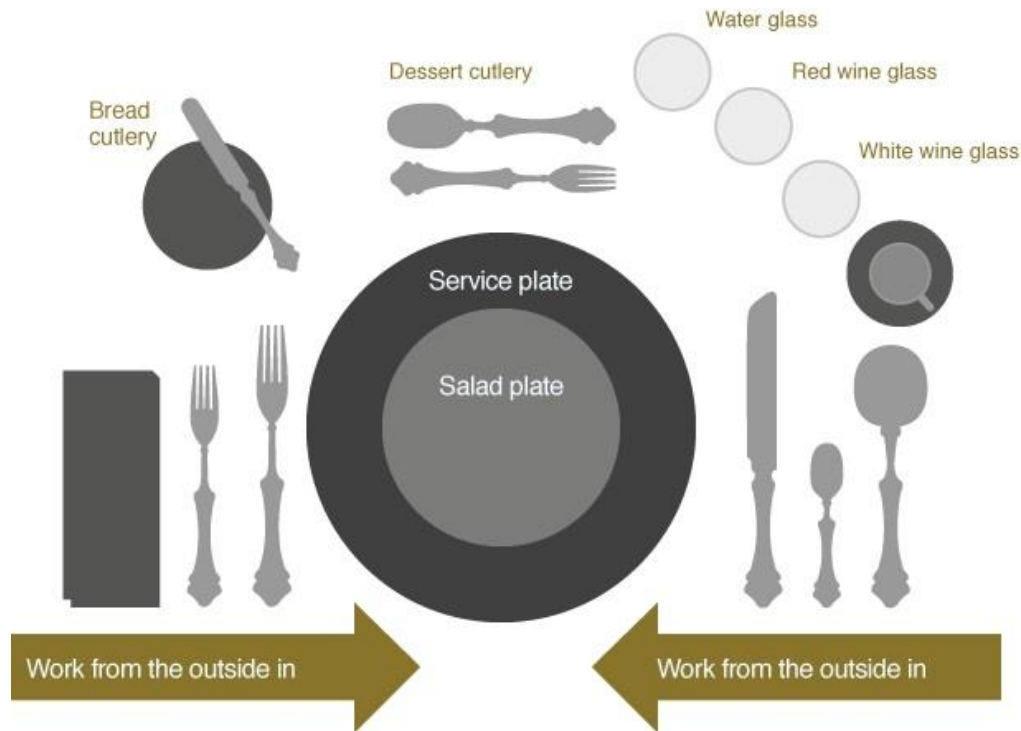




DINING ETIQUETTE AND THE INTERVIEW



Source: <http://forajulproductions.com/dining-with-royalty/>

Ten Table Tips

- Turn cell phones and pagers off during the meal
- Pass the salt and pepper together
- Don't push food onto your fork with your fingers, instead use the knife to push food onto your fork
- Never move your plate away to signal you have finished
- Be sure to engage in conversation but never do all of the talking
- Never ask for seconds unless offered first
- Don't smack or slurp your lips
- Always place your napkin in your lap when eating
- Never talk with your mouth full
- Never reach across others for any item at the table

Invitation

- Respond to invitations ASAP, If by chance you are unable to keep the reservation notify the host immediately
- Let the host/interviewer know in advance about any special eating requirements

Prior to the Dining Engagement

- Plan to arrive 10-15 minutes early
- Wait in the lobby or at the table
- Stand when host/interviewer arrives
- Don't order anything until your host/interviewer arrives

Dinner Conversation

- Follow the lead of the host/interviewer
- Do not bring up business until the host /interviewer does
- You may express your interest in the job at the end of the meal
- Do not discuss money matters, health, politics, religion, death, off-color or discriminatory jokes, diets or ask for free professional advice
- Listen intently and this will make it easy to converse with your host
- If business is not being discussed what should I talk about?
 - A. Sports, travel, a compliment or something nice you have noticed about that individual
 - B. Change your subject if your host seems bored

Table Setting

- Place napkin in your lap once the host/interviewer places his/her napkin in their lap. Once the host/interviewer places napkin on the table this symbolizes that the meal is over
- Start with silverware from the outside in
- Dessert silverware is across the top of the plate
- Knife blades always face you on the table
- Push food on your fork with your knife
- Return all utensils to the rest position on the edge of your plate when not in use. Once a utensil has been used it should never touch the table again
- If you happen to drop a utensil just ask the server for some clean utensils

Food Facts

- Do not season food before sampling
- Only cut and eat one to two pieces of meat and vegetable at a time
- Obscurely remove inedible food from your mouth either with your fork, thumb or forefinger and hide under something (example=garnish) on your plate or either place on your bread and butter plate. Do not hide it under your plate
- Avoid spaghetti, ribs or other foods that are made with heavy or messy sauces

Handling Soup

- Scoop your soup away from you
- Use the special soup spoon and eat off the side of your spoon
- Eat off the side of your spoon
- Do not blow your soup
- You may drink your soup if it is served in a cup with handles
- Do not order French onion soup or soup that has a great deal of noodles or cheese

Do's and Don'ts

- Remember to turn cell phones and pagers off
- Never place your elbows on the table during dinner
- Never talk with your mouth full
- Refrain from complaining about the meal or service
- Do not use your napkin to blow your nose
- Do not smoke, order alcohol, take medication or apply makeup at the table
- If food is stuck in your teeth do not use a toothpick to extract the food, but excuse yourself from the table and then remove the food
- If you have to excuse yourself during the meal, place your napkin on the seat of your chair, not on the table
- Always bring food to your mouth and not bring your mouth to the food
- If food is too hot, allow time to cool versus blowing your food
- This meal should be treated like an interview so dress appropriately
- Let host/interviewer order first
- Let host/interviewer pay for the meal
- Thank host/interviewer for the meal

Sources: Career Etiquette from Job Search Through Career Advancement, Mark Satterfield. Don't slurp Your Soup; A Basic Guide to Business Etiquette, Elizabeth Craig.

Note These resources are located in the Michelin Career Center Library.