

Top 15 Etiquette Tips To Succeed In Your Interview

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When you get an interview, you'll need to be brilliant in how you show up and proceed through the process—and you'll need to know good interview etiquette to succeed. But what is most important to know? Here's what you'll need to focus on.

Interview etiquette is something to think about and plan for, for sure—because with the number of candidates who don't get interviews or even who get ghosted in the process—you want to be sure to make the interview as successful as possible. When you do, you'll raise your chances of getting the job.

There are a few key steps you can take to ensure you're aligned with good etiquette for an interview—whether you'll be in person or virtual.

Before the Interview

1. Be Responsive

In the process of communicating and planning logistics for the interview, be sure you're responsive and professional in all your communication. This will set the stage for your experience in the interview and also demonstrate your ability to respond and interact in the job as well.

2. Prepare for the Interview

Be sure to thoroughly [prepare for the interview](#). Research the job, the company, the market, the competitors and even the interviewer if you can. Interviewers look for the person who is well-prepared with knowledge that leads to both good answers and smart questions.

In fact, lack of knowledge about the job, the company, the industry or the competitors are among the top ten factors that can cause interviewers reject you as a candidate, according to a [survey by CareerBuilder](#).

3. Dress Appropriately

Research how people typically dress at the company, and wear clothes that are aligned with the way others show up—whether virtually or in person. You'll want to get this right, because if you dress inappropriately, it is among the top ten things you can do to destroy your chances of getting the job, according to the CareerBuilder data.

Generally speaking, it's better to be slightly overdressed and it's rarely wise to be under-dressed. In addition, [business casual dress](#) is often most appropriate. Overall, how you dress demonstrates that you care and put in the effort, so make it appropriate. And if you'll be in person, avoid heavy perfumes, as they can turn people off.

During the Interview

4. Be On Time

Of course you'll want to be prompt, and also slightly early. For an in-person interview, you'll want to give yourself plenty of time to find the location, find parking, walk to the facility and get checked in with the receptionist. For an online interview, be sure you're able to connect and anticipate issues like your computer restarting or the need to reload the newest version of the virtual software.

The interviewer will want to start the interview on time—and in order for that to happen, you'll need to have arrived and checked in or connected already.

5. Silence Your Phone

Be sure your phone is not only on silent, but put away and out of sight.

Incredibly, candidates have been known to answer their cell phone or text during an interview. This is a top ten issue that will eliminate you from contention for the job, according to the CareerBuilder data.

6. Be Respectful

Be respectful to everyone you meet. No matter what position people are in, you should be respectful and courteous, because it's the right thing to do.

In addition, some organizations formally ask receptionists or security people how you treated them—because they want to understand your approach and level of courtesy. This is relevant virtually as well, since it's not uncommon for an assistant to help get you connected and ready before the interviewer takes over.

7. Shake Hands Effectively

In person, you'll want to offer a firm handshake, and you can demonstrate confidence by being the first to offer your hand, making eye contact and offering a warm greeting. A handshake that is too weak or too strong are among the top ten reasons that an interviewer may eliminate you as a candidate, according to the CareerBuilder data.

8. Demonstrate Effective Body Language

You'll want to show body language that is confident and also polite. Be sure to make eye contact or look at the camera, smile, sit up straight, avoid crossing your arms across your chest, avoid fidgeting and avoid using too many hand gestures—because according to the data from CareerBuilder these are some of the most distracting and disruptive behaviors.

You'll want to follow the interviewer's lead and make it easy and comfortable for them, being responsive in the way you address their questions. You'll need to manage your body language even if you're virtual, of course.

Answering Questions

9. Avoid Negative Comments

Demonstrate tact and integrity by avoiding saying negative things about a current or previous employer—or [about your career regrets](#). Bad-mouthing previous experiences is also one of the top ten issues that can eliminate you from consideration, according to the CareerBuilder data.

Even if you're asked what you don't like about a previous job, be constructive. For example, maybe you felt it was a dead end. You can describe this honestly and also more neutrally by sharing that you desired [more career development](#) and opportunities for growth and development.

10. Be Honest

If you're caught lying about something it is an instant deal-breaker according to 71% of respondents in the CareerBuilder poll.

11. Avoid Swearing

Be professional and avoid using profanity. In the CareerBuilder poll, swearing was a no-go for 51% of interviewers.

12. Respect the Interviewer's Time

Be sure to manage your time as you're answering questions—and planning [what you'll say to get the job](#). Be thorough but also concise. This will help the interviewer get through all their questions and end on time.

13. Finish Strong

Be gracious and appreciative. Thank the interviewer for their time and the opportunity—and for considering you as a potential candidate. Also be sure to reinforce your interest in the position.

After the Interview

14. Follow Up

[Follow up with grace and panache](#). Send a thank you email to each person that interviewed you—including thanking the interviewer for their time and expressing interest in the role. And personalize the note with reference to something they said during your interaction.

15. Demonstrate a Positive Attitude

Overall, you'll want to demonstrate a positive attitude. Doing so will help you avoid some of the top 10 negative behaviors, including arrogance, entitlement or lack of accountability, according to CareerBuilder.