



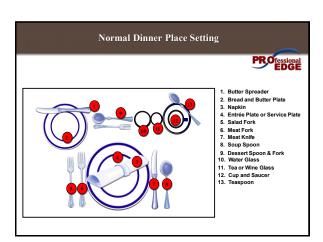


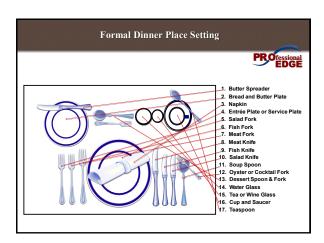
Professional Etiquette When Dining Dinner/Lunch Etiquette Arrive on time. Turn off cell phones, beepers. Call ahead if you know you will be late. Wait 15 minutes before calling to check on the arrival status of your dinner partners. Check out the restaurant ahead of time. Be polite – always remember to "please" and "thank you" to your server as well as your host.



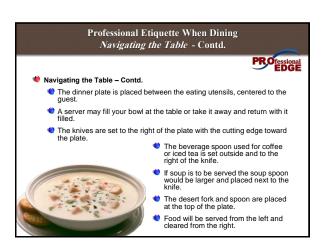
Professional Etiquette When Dining Dinner/Lunch Etiquette – Contd. Remember to say "thank you" and follow up with a hand written note. Wait for the host to pick up the napkin and place it on his/her lap. A purse can be set on the back of your chair or under the chair so that the wait staff and others won't trip over it. Do not hang your purse on the back of the chair or place it on the table. Never place one's cell phone on the table. Keep both feet flat on the floor or cross your feet at the ankles. Don't prop your feet on chair rungs or table legs or wrap them around anything under the table. Always keep your shoes on.

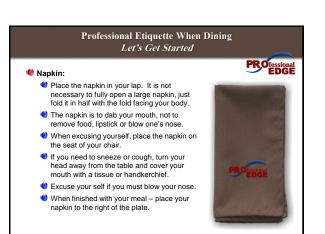
Professional Etiquette When Dining Dinner/Lunch Etiquette – Contd. Professional EDGE Do not prop your elbows on the table during the meal. Sit up straight as you eat. Bring utensils to your mouth. Don't bend closely over your plate or try to meet your utensils halfway. Turn the coffee cup over if you do not wish to drink coffee. Do not ever, ever, ever talk with food in your mouth. Swallow your food entirely and wipe your mouth before taking a drink of liquid.





Professional Etiquette When Dining Dinner/Lunch Etiquette - Contd. Navigating the Table Bread/butter plate and its knife ware placed above the fork(s) on the left. Glasses are set to the right of the dinner plate and above the knife. The water glass, the larger of the two glasses, is placed directly above the knife. Any other glasses go to the right and slightly in front of the water glass. The napkin is placed to the left of or under the fork(s). It can also be placed on the plate. Forks are placed to the left of the plate, without going under its edge. The tines face up. For a dinner party, always note what order the large and small forks are placed. When the smaller fork is placed on the inside of the larger fork, the salad will be served after the entrée.



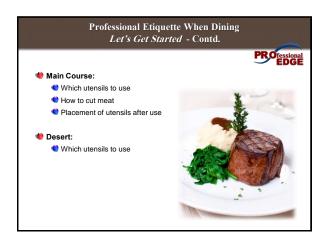


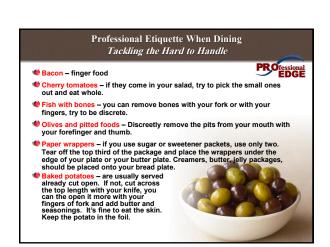






Professional Etiquette When Dining Let's Get Started - Contd. Soup: Soup: Spoon the soup away from you toward the center or top of the bowl and sip the soup from the side of the spoon, not the point. You may rest the spoon in the bowl while you pause. When finished place the spoon on the plate beneath the bowl.





Professional Etiquette When Dining Tacking the Hard to Handle Shrimp – if served ready to eat, use the seafood fork. If they are large, place them on your plate and cut them with a knife and fork. Slops – if coffee or tea slops into your saucer, ask for a new saucer. You also may place a paper napkin on the saucer to absorb the liquid. Spaghetti – use a fork and pasta spoon. Place a forkful of spaghetti strands in to the bowl of the pasta spoon and then twirl it around until the strands are firmly wrapped around the fork in a bite size portion.

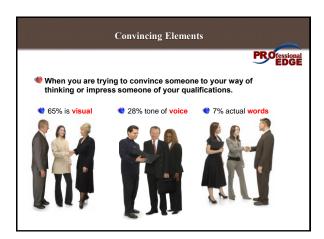
When You Have Finished Do not push your plate away from you when you have finished eating. Leave your plate where it is in the place setting. The common way to show that you have finished your meal is to lay your fork and knife diagonally across your plate Tipping Etiquette Dining out 15%-18% over the bill, NY rule of thumb – double the tip Fast food delivery \$1.00-5.00 Coat Check \$1.00 Doorman \$1.00 Hotel housekeeping \$2.00/person Bellman \$1.00/bag Room Service 10-15% (min \$1) Valet Parking \$1.00 -5.00 Concierge \$5.00



What Employers Want









How to Prepare Yourself for a Job Interview Congratulations! You have made it to the interview state. Your resume was impressive your research and networking activities have paid off, and you have landed an interview with your company of choice. Now it's time to get prepared for your interview.



What's the purpose of an interview?

An interview is the employer's way of selecting the right applicant from a group of equally-qualified candidates. An interview is an elimination process, whereby the winner receives a job offer.

PR Ofessional EDGE

There are four main objectives of an interview

- The employer wants to know if you're a good fit for his/her company. The interviewer is interested in three things:
 - 1. Can you do the job?
 - 2. Will you do the job?
 - 3. Will you fit in?



What's the purpose of the interview?



- You want to sell yourself as the ideal candidate and you want to know if the company is suitable for you and your career goals.
- 3. An interview is your opportunity to tie your skills and experience directly and enthusiastically.
 - 1. What are your strengths?
 - 2. What are your weaknesses?
 - 3. How are you suitable for this job?
 - 4. How long do you plan to stay with the company?
 - 5. What is your ideal position?
 - 6. Why do you want to change jobs?



What's the purpose of an interview?



- 4. An interview is also your opportunity to assess the company:
 - 1. Is this the kind of place where you want to work?
 - 2. Can you contribute?
 - 3. Will you acquire new skills?
 - 4. Is there a possibility to advance?
 - 5. Will this position open doors for you?



What to do Before an Interview How do I prepare myself for an interview? Collect Information about the company. Prepare what you plan to bring with you to the interview (including a list of references). Prepare what you're going to wear. Prepare for the interview questions, including topics about your: Work experience Academic history Skills and abilities Personal and motivational factors Knowledge of the organization Money and salary







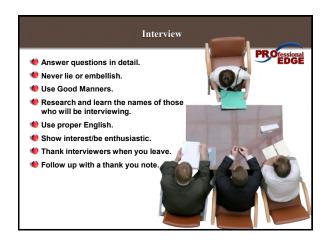












What to do after the Interview is over Congratulations! You made it through the interview! What's the next step? Send the company a "Thank You" note regardless of the outcome of the interview. Wait for the company to respond to you. Nagging them with phone calls and visits is annoying and completely unprofessional. Follow up and phone the company a week or ten days later inquiring about the status of the job vacancy. If you get rejected for the job, consider it a valuable learning experience.

