



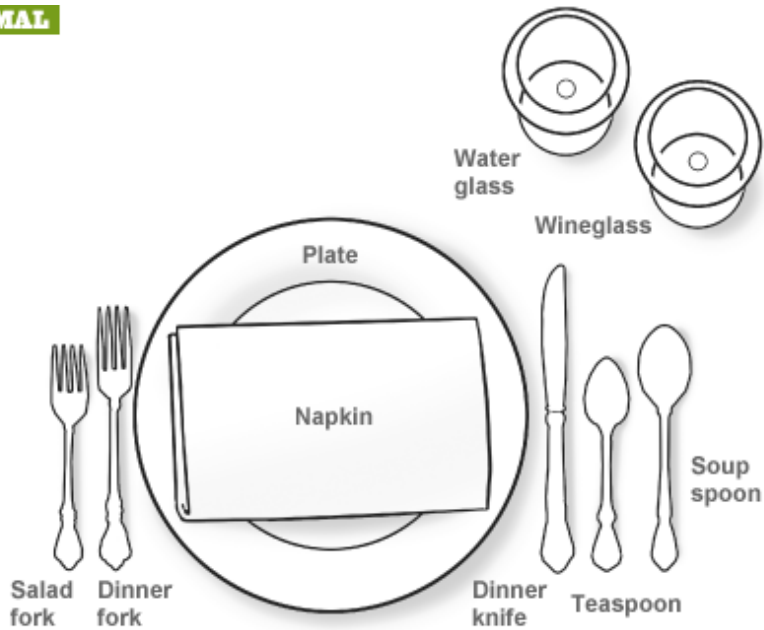
Dining Etiquette

When interviewing for an internship or full-time position, the employer may invite you to lunch or dinner as part of the interviewing process. Your dining skills play an important role in creating a positive impression, and the lack thereof could result in the loss of an offer if you are unable to manage a meal in a social setting confidently.

To ensure that you are successful in handling an interview or meeting over a meal, here are a few basic tips to guide you through the dining experience.

- Portfolios, cell phones, wallets or purses should be placed under your seat and not on the table.
- Familiarize yourself with your place setting. Avoid rearranging the table setting.
- Follow the lead of your host and allow him or her to direct the conversation. Typically, the “business” portion of the discussion will begin after you place your orders.
- Ask for recommendations if you are unsure what to order from the menu.
- Don’t take too long to make your selection and don’t order the most expensive *or* the least expensive item. Stay away from selections that are messy or difficult to eat.
- *Always* be kind to your server. If there is something wrong with your meal, subtlety is the key; don’t create a scene.
- Avoid alcoholic beverages, if possible. If you elect to drink, limit yourself to *one* drink.
- If you need to excuse yourself from the meal, please do so between courses.
- Pass items to your right, or counter-clockwise.
- Salt and pepper shakers are *always* passed together.
- Gently place your napkin in your lap, following your host’s lead. The fold of a large napkin should be near your waist.
- Use your napkin to dab at the corners of your mouth and not to discard items from your meal.
- Place your napkin to the right of your plate when the meal is finished.
- Silverware should never touch the linens, once used.
- When in doubt about which fork to use first, start from the outside of your place setting and work inward toward the silverware nearest your plate. Or, you can watch your host.
- If you drop your silverware, you do not have to pick it up; just ask the server for another one.
- Stir your beverage quietly, and use sweeteners sparingly.
- Do not slurp, smack, or chew with your mouth open.
- **B**egin eating after everyone is served, unless your host invites you to go ahead and start the meal.
- Avoid seasoning your meal before you taste it.
- It’s polite to try everything that you are served, even if you don’t eat it all.
- Butter your bread or roll one bite at a time.
- Spoon your soup away from yourself, sipping from the side of your utensil.
- Cut one or two bites of your food at a time.
- Eat small bites so that you can continue to carry on a conversation without a long delay.
- Do not push your plate away from you when the meal is complete. Place your fork and knife on your plate in the “4 o’clock” position to signal to your server that you are finished.
- Refrain from using a toothpick or applying makeup at the table. If you need to remove a particle of food from your teeth, excuse yourself and head to the bathroom.

INFORMAL



Utensils are placed one inch from the edge of the table

FORMAL

