

Dining Interview Etiquette (True/False)

1. *During a lunch or dinner interview, always allow the interviewer to order first.*

False. Generally the “guest” (you) will be asked to order first. If your “host” (interviewer) does not make menu recommendations, order a mid price meal, not too expensive and not too inexpensive.

2. *Spaghetti is a good menu choice.*

False. Spaghetti falls under the heading of “difficult to eat” foods. Select pasta that you can eat in one to two bites such as penne or bow tie pasta.

3. *The bread plate is always on the left and the water glass is always on the right side of the dinner table.*

True. Solids are on the left and liquids are on the right.

4. *Upon arrival at the table it is good manners to immediately place your napkin on your lap.*

False. Follow the lead of the interviewer. When he or she places the napkin on his or her lap you may do the same.

5. *A woman’s handbag may hang conveniently from the back of her chair.*

False. A woman’s handbag belongs off the table and chair. Place the handbag on the floor, underneath the table. A small wallet or purse may rest on a woman’s lap with her napkin placed on top to cover it.

6. *A man may take off his suit coat at the table to give the impression of feeling “at ease”.*

False. It is most professional to leave your suit coat on during a lunch or dinner interview.

7. *At a restaurant, if you drop a utensil on the floor, you may leave it on the floor and ask for a fresh utensil.*

True. Move the utensil out of the aisle or away from traffic and discreetly ask your server for another clean utensil.

8. *Food is passed clockwise around the table.*

False. Bread, salt and pepper and other food items are passed around the table counterclockwise.

9. *When temporarily leaving the table, place your napkin on the left side of the plate until you return.*

False. The napkin is placed on the seat of your chair when leaving the table temporarily. It is only placed on the table at the end of the meal, left side of the plate or center of an empty place setting.

Dining Interview Etiquette T/F (continued)

10. Carefully spit out pits, seeds and other foreign objects from your mouth onto the tines of your fork.

False. Remove most foreign objects from the mouth with the index finger and thumb while the other hand covers the unsightly act. Place the object discreetly on your plate, preferably under another piece of food.

11. If your interviewer offers an alcoholic beverage during the interview, only agree if the interviewer orders the same.

False. The only appropriate answer to the offer of an alcoholic beverage during a job interview over a meal is "No thank you."

12. The proper way to signal "No coffee please" is to turn your coffee cup upside down.

False. If you do not want to drink coffee simply put your hand above the cup (not on the cup) and say "No thank you".

13. It is not necessary to thank the server every time he or she brings food or beverage to the table.

True. Although it is polite to occasionally acknowledge your server your main focus of attention should remain on the interviewer and the interview.

14. When the interviewer pays, it is customary for you to leave a tip.

False. The person that requested the meeting also is responsible for the tip.

15. A toothpick should never be used until the meal is completely over.

False. Bypass the toothpick holder. It is never professional to clean your teeth with a small stick.

16. A woman stays seated when being introduced to the interviewer or other executives at the dining table.

False. It is always important for a woman to stand up for any type of business greeting.

17. If you are left with a plate full of food at the end of the interview you may ask for a doggie bag.

False. Forego asking for a doggie bag during a business lunch or dinner.

Dining Interview Etiquette T/F (continued)

18. During the interview it is appropriate to ask the interviewer what qualities the ideal candidate would possess.

True. There is nothing wrong with showing genuine interest and emphasizing that you feel confident you could be an asset to the company and the particular job you are applying for.

19. Before departing it is always a good idea to ask for your interviewer's business card.

False. A junior executive does not ask a senior executive for a business card. Take the time to research the interviewer's address and title without asking for his or her business card.

<http://www.protocolsof texas.com/resources/tablesetting.html>

<http://www.protocolsof texas.com/resources/dining.html>

University Dining Etiquette Training

Information provided by: <http://www.protocolsof texas.com>

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