



DINING ETIQUETTE

SOME HELPFUL TIPS FOR DINING WITH EMPLOYERS

We know that some interviews include a meal so that the prospective employer can see how you present yourself in a dining environment. Also, many organizations have their employees participate in professional meetings that include a meal. Learning more about dining etiquette can make a difference in the impression you make with employers.

BEFORE THE MEAL

- Place your napkin on your lap after everyone at your table is seated
- Review the menu and decide quickly what to order
- Let the host lead when ordering or ask the host for suggestions
- Avoid ordering hard to eat food such as french onion soup, spaghetti, shellfish, spare ribs

DURING THE MEAL

- If you have more than one fork, start on the outside
- Cut your meal (meat, vegetable, fruit) one piece at a time
- With dinner rolls, break off and butter one small piece at a time
- When sharing a sauce with others, spoon some of it onto your plate
- Be upbeat and positive during conversation
- Don't discuss controversial topics such as: religion, politics, etc.
- Don't put silverware on the table when you are speaking, put it in the "rest" position
- "Rest position" – knife and fork are at 5:00 and 7:00 respectively
- If you need to leave the table temporarily, place your napkin on your seat
- Maintain good eye contact and don't dominate the conversation

AFTER THE MEAL

- When finished, place knife and fork prongs down, side by side on the plate with handles at 4:00
- Leave utensil on the flat dish under the bowl or cup
- When meal is over, place napkin to left of plate on table
- Thank the host, verbally and in writing, for the opportunity to meet

**For more information on this topic, please visit the
Office of Career Services, Ciszek Hall**

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