

CONVERSATION STARTERS

It's sometimes difficult to initiate a conversation with someone you haven't met before. Check out some of these great conversation starters:

- Where did you grow up?
- What's the first thing you do after work?
- Do you have a favorite local restaurant?
- What are you watching on TV?
- Where's your favorite place to hang out at in town?
- How long have you been at your job?
- Where is the best place you have ever visited?
- Do you have anything fun planned for the weekend?

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Pocket Guide

ETIQUETTE TIPS

Lunch and dinner meals are sometimes a part of your interview day with an employer. Please remember this is still a part of your interview, not a casual or social event. Here are a few tips for proper dining etiquette:

- Before sitting down, ask your host where he/she would like you to sit.
- Place your napkin on your lap when seated. If you leave the table during your meal, place the napkin on your chair. At the end of the meal, the napkin may go back on the table.
- Follow the host's lead whenever possible, however if alcohol is offered, politely decline.
- Make eye contact at every possible turn.
- Order a moderately priced and easy to eat meal. Avoid spaghetti, sandwiches, lobster, etc.
- Be polite to the wait staff, it reflects on your ability to get along with others.
- At the end of the meal place your silverware on your plate, not on the table.
- Thank your host for the lunch/dinner.

THREE GOLDEN RULES

(Decoding the business dinner)

1. NOT THERE TO EAT

A work dinner is a social occasion with an agenda.

2. BE DISCREET

New hires try too hard to impress their colleagues.

3. FOLLOW YOUR HOST

Since you're not paying, you need to follow the lead set by your host.

DURING THE MEAL, PLEASE REMEMBER

- Wait until the entire table has been served before you begin to eat.
- Eat small portions, chew thoroughly, and keep your mouth closed.
- Refrain from talking when food is in your mouth.
- Break bread and butter one piece at a time.
- Ask for items out of reach to be passed to you.
- Never spit a piece of bad food into your napkin. Remove the food with the utensil and place it on the edge of your plate and cover it with other food from your plate if possible.
- Eat at a moderate speed, pace yourself with the host.

BREAD AND DRINKS

Left hand makes a "b" for bread, and right hand makes a "d" for drinks. Bread plate on your left, drinks on your right.



CELL PHONES

Keep your smartphone off the table and set it to silent. Wait to check calls and texts until you are finished with the meal and away from the table.

OCEAN OF SILVERWARE

