

ETIQUETTE

DINING LIKE A DIPLOMAT

Meals with clients, supervisors, or colleagues can be stressful. These commonly-thought, but rarely asked questions are here to assist you as you dine like a diplomat.

Why are meals parts of an interview? Employers may want to see you in a more social situation to see how you conduct yourself, particularly if the job for which you are interviewing requires a certain standard of conduct with clients and superiors. You could be judged on your table manners and conduct. Also, interviews that last for several hours may extend through mealtimes.

Which salad plate, bread/butter plate, and drinks are mine? Your salad plate and bread and butter plate are on your left, above your fork. Your beverages are on the right above your spoon. Remember: Solids on the left, liquids on the right.

When is it okay to begin drinking and eating? If water is on the table as you are seated, it is appropriate to sip your water after everyone is seated and after you have placed your napkin in your lap. Otherwise, wait until everyone has been served. If the food has been served, you generally do not eat begin to eat until your host/hostess has begun.

What should I order to drink? Water, juice, or iced tea are safe choices. It is best not to order alcohol even if the interviewer does. One glass of wine, sipped slowly, may be acceptable. Know your own limits. Do not consume alcoholic beverages if you are under 21 years of age.

What is appropriate to order for dinner? Avoid spaghetti or other things with red sauce, big sandwiches, greasy hand held items, and gassy foods. Also avoid difficult to eat foods with bones or shells. Sometimes you may not have a choice. Follow your host's lead.

What do I do when the check comes? Typically in an interview, you are the guest and so the company pays for the meal. Assume that your host will mostly pick up the check. Remember to thank your host for the meal at its conclusion.

BARRY UNIVERSITY SCHOOL OF LAW

CAREER SERVICES OFFICE

PLACE SETTINGS

Always remember BMW. Bread plate is on the left; Meal is in the middle; water glass on the right.

- **B** – BREAD
- **M** – MEAL
- **W** – WATER

Here is an example of what a place setting looks like:

