Ten Table Tips
- Turn cell phones and pagers off during the meal
- Pass the salt and pepper together
- Don’t push food onto your fork with your fingers, instead use the knife to push food onto your fork
- Never move your plate away to signal you have finished
- Be sure to engage in conversation but never do all of the talking
- Never ask for seconds unless offered first
- Don’t smack or slurp your lips
- Always place your napkin in your lap when eating
- Never talk with your mouth full
- Never reach across others for any item at the table

Invitation
- Respond to invitations ASAP, if by chance you are unable to keep the reservation notify the host immediately
- Let the host/interviewer know in advance about any special eating requirements

Prior to the Dining Engagement
- Plan to arrive 10-15 minutes early
- Wait in the lobby or at the table
- Stand when host/interviewer arrives
• Don’t order anything until your host/interviewer arrives

Dinner Conversation
• Follow the lead of the host/interviewer
• Do not bring up business until the host/interviewer does
• You may express your interest in the job at the end of the meal
• Do not discuss money matters, health, politics, religion, death, off-color or discriminatory jokes, diets or ask for free professional advice
• Listen intently and this will make it easy to converse with your host
• If business is not being discussed, what should I talk about?
  A. Sports, travel, a compliment, or something nice you have noticed about that individual
  B. Change your subject if your host seems bored

Table Setting
• Place napkin in your lap once the host/interviewer places his/her napkin in their lap. Once the host/interviewer places napkin on the table this symbolizes that the meal is over
• Start with silverware from the outside in
• Dessert silverware is across the top of the plate
• Knife blades always face you on the table
• Push food on your fork with your knife
• Return all utensils to the rest position on the edge of your plate when not in use. Once a utensil has been used it should never touch the table again
• If you happen to drop a utensil, just ask the server for some clean utensils

Food Facts
• Do not season food before sampling
• Only cut and eat one to two pieces of meat and vegetable at a time
• Obscurely remove inedible food from your mouth either with your fork, thumb or forefinger and hide under something (example=garnish) on your plate or either place on your bread and butter plate. Do not hide it under your plate
• Avoid spaghetti, ribs or other foods that are made with heavy or messy sauces

Handling Soup
• Scoop your soup away from you
• Use the special soup spoon and eat off the side of your spoon
• Eat off the side of your spoon
• Do not blow your soup
• You may drink your soup if it is served in a cup with handles
• Do not order French onion soup or soup that has a great deal of noodles or cheese

Do’s and Don’ts
• Remember to turn cell phones and pagers off
• Never place your elbows on the table during dinner
• Never talk with your mouth full
• Refrain from complaining about the meal or service
• Do not use your napkin to blow your nose
• Do not smoke, order alcohol, take medication or apply makeup at the table
• If food is stuck in your teeth do not use a toothpick to extract the food, but excuse yourself from the table and then remove the food
• If you must excuse yourself during the meal, place your napkin on the seat of your chair, not on the table
• Always bring food to your mouth and not bring your mouth to the food
• If food is too hot, allow time to cool versus blowing your food
• This meal should be treated like an interview so dress appropriately
• Let host/interviewer order first
• Let host/interviewer pay for the meal
• Thank host/interviewer for the meal