



# WORLD OF WORKING WOMEN

## Waiting for an interview: Mind your manners

It seems a shame that this even needs to be said, but here goes: If you're interviewing for a job, be nice to the receptionist.

In other words, you should be minding your manners. And not just with those you perceive as having the power to hire you. It is becoming a common practice for managers to inquire about candidates' behavior with everyone who meets them. Interviewers are looking for someone that they and other co-workers have to agree to spend at least eight hours, five days a week with.

If you are rude or condescending to people you think are "beneath" you, you need to get over your bad self.

According to Anne Fisher of *Fortune* magazine, you should follow these guidelines (gleaned from Annie Stevens and Greg Gostanian from executive coaching firm Clear Rock), when you are waiting for an interview:

- **Introduce yourself.** Just be friendly in the same way you plan to once you get into the real interview.

- **Don't ask the receptionist to make copies of anything for you.** You should already have your copies. You should already be prepared. And you shouldn't expect the receptionist to be your personal assistant.
- **You can accept a beverage, if offered, but never request one.** Don't ask for a million accoutrements either. Think kindness, think simplicity.
- **If you feel the need to make chitchat, be careful what you say.** Don't offer opinions on things that could make you look bad—like the décor of the office, etc.
- Unbelievable that this has to be said as well, but **don't talk on your cell phone** while you're waiting for your interview. You could sound annoying, or just look like a jerk.
- **Say a cordial goodbye.**

--from "First Draft," February 2007

## Companies enforcing Internet policies

Nearly a third of U.S. companies in a recent survey said they had fired an employee for Internet abuse, and nearly two-thirds had disciplined workers for this reason.

A large majority (82 percent) of companies surveyed by the Saratoga Institute, a performance data firm, say they have a written Internet policy. Many use software to block access to pornography, and some restrict access to hate groups, gambling sites or chat rooms.

Our advice: Be vigilant about telling those who send you personal e-mail at work to stop. A copy of your e-mail putting others on notice to comply with your company's policy should protect you if management cracks down.

--from "Administrative Professional"

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While we have the gift of life, it seems to me the only tragedy is to allow part of us to die—whether it is our spirit, our creativity, or our glorious uniqueness.



Gilda Radner (1946-1989)  
Comedian

## After you copy, guard your tongue

An Israeli doctor wrote to *Lancet II* about a syndrome he experienced that you ought to know about.

The doctor felt a burning sensation on his tongue. Upon examination, he noticed the tip was inflamed. But he didn't understand why.

A colleague suggested it might be herpes. Another contended it was an ulcer. A third diagnosed an allergic reaction. The last one was right.

Several days earlier, the doctor had run off 40 copies of a five-page article to take to a meeting.

When he was collating the article, he repeatedly licked his fingers, thereby burning his tongue with the chemical toner.

SUGGESTION: Warn people who collate or leaf through photocopied material not to lick their page-turning finger. They could develop "photocopier's tongue."



--The Pryor Report

## Quick tip

**Prepare for voice mail.** Before you pick up that phone, know what you'll say if you reach voice mail. Stumbling over your words leaves a bad impression. State your name and phone number to start. Then, follow up with a brief message that explains the nature of your call. If possible, make it unnecessary for the other party to call you back.

--From 9 to 5:  
*Tips & Information for Success in the Office*