

MOCKBRIDGE

INTERVIEW ETIQUETTE

The small moments that shape the whole interview.

Before. During. After.

A practical self-check for candidates who want to handle the complete interview interaction professionally.

Prepare with Perspective.
Perform with Confidence.

HOW TO USE THIS GUIDE

Read it once before your next interview, then use the check sections as a quick reset on the day. The aim is not to act perfect. It is to make the interaction easier for both sides.

Start the interview before the first question.

Preparation is not just what you studied. It also includes how you use the minutes before the conversation begins.

Arrive prepared, not panicked

Reaching early is useful. Use the waiting time to settle yourself, review the role once, check your essentials and organise your key experiences.

SELF-CHECK Am I becoming calmer or making myself more anxious?

While waiting, remember you're visible

Be respectful and professional with reception, security and anyone helping you. The interview experience includes more people than the interviewer.

SELF-CHECK Would my behaviour feel consistent if the interviewer heard how I spoke to others?

Don't turn the waiting area into your workspace

Checking an important message is normal. Loud calls, endless reels or looking completely disconnected from your surroundings can make you appear unprepared.

SELF-CHECK If someone from the hiring team walked past now, would I look ready?

Don't over-rehearse in the last five minutes

Repeating a perfect introduction again and again can make your delivery more robotic. Think about your experiences, projects and strengths instead.

SELF-CHECK Prepare your thoughts. Don't rehearse your personality.

When your name is called, don't rush the transition

Take a second. Gather your things, respond naturally and follow confidently. You do not need to switch into a different personality at the door.

SELF-CHECK Can I carry the same calm energy from the waiting area into the room?

Good etiquette is mostly good listening.

The strongest interview interactions are not performances. They are conversations where you listen completely, think clearly and respond to what was actually asked.

Treat the opening as part of the interview

Greeting, seating, small talk and the first few seconds all shape the interaction. Listen and respond naturally instead of waiting for the “real” interview to begin.

SELF-CHECK Am I treating the opening as part of the conversation?

Let the question finish

Understanding the question halfway through is not the same as hearing the complete question. Wait, then take a brief pause before answering.

SELF-CHECK Am I answering the complete question or the version my brain created halfway through?

Don't turn every answer into a TED Talk

Lead with the main point, support it with a relevant example and stop when you have answered what was asked. If they want more, they can ask.

SELF-CHECK Did I answer the question, or did I accidentally start a podcast?

Listen for what the question is really testing

A question about disagreement may also explore decision-making, teamwork and how you handle different perspectives. Understand the purpose before reaching for a memorised answer.

SELF-CHECK What are they actually trying to learn from this question?

Use silence instead of filling it with “umm”

A short pause is fine. Take a breath, organise the thought and answer. Speaking only because silence feels uncomfortable can weaken an otherwise good response.

SELF-CHECK Am I speaking because I have something useful to say?

Professionalism shows up when the script stops working.

Unexpected questions, disagreement and gaps in knowledge are normal parts of interviews. Your response to the moment can matter as much as the answer itself.

When you don't know, don't manufacture confidence

If you have not worked on something directly, acknowledge it. Where appropriate, explain how you would approach it. Honesty keeps the conversation useful.

SELF-CHECK Can I handle "I don't know" without losing my composure?

When the interviewer challenges your answer

You do not need to defend every sentence. Acknowledge the perspective and explain your reasoning. "That's a fair point. My thinking was based on..."

SELF-CHECK Can I disagree without becoming defensive?

Don't treat your CV like a cheat sheet

A skill, project, certification or achievement can become a follow-up question. If it is important enough to list, be ready to explain what you actually did.

SELF-CHECK If they point to an important line on my CV, can I explain it naturally?

When the question changes, adapt

The same topic may be asked from a different angle. Understanding the story behind your experience helps you respond naturally instead of searching for a memorised sentence.

SELF-CHECK If they ask the same thing differently, can I still answer?

Don't compete with the interviewer

You do not need to prove that you are the smartest person in the room. Listen when your assumption is challenged and respond to the conversation, not just to your need to be right.

SELF-CHECK Am I trying to contribute to the conversation or win it?

The interview is not over when the last question ends.

The closing moments are still part of the experience. Stay engaged, ask a thoughtful question and leave with the same professionalism you brought in.

Use the “Do you have any questions?” moment

Ask something relevant to the role or something that came up during the conversation. Avoid using the final seconds for a question that could have been answered instantly online.

SELF-CHECK Is my question showing genuine curiosity about the role?

Don't switch off when the interview is ending

Listen to the final information, respond naturally, thank the interviewer and leave without rushing. Your professionalism should not disappear because the questions have stopped.

SELF-CHECK Did my final impression match the one I created at the beginning?

THE FULL INTERVIEW ETIQUETTE CHECK

STAGE	QUICK CHECK
Before entering	Arrive prepared, not panicked.
While waiting	Be aware of the environment and interact professionally.
Before the interview	Review key points, not entire memorised answers.
When entering	Treat the opening conversation as part of the interview.
While answering	Listen completely, answer directly and use relevant examples.
When challenged	Explain your reasoning without becoming defensive.
When stuck	Pause, think and be honest about what you don't know.
When finishing	Ask a thoughtful question and stay engaged until you leave.

THE REAL TAKEAWAY

Interview etiquette isn't about acting “perfect.” It's about making the entire interaction easier for both sides. Those moments are part of the interview too.