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First Impressions Begin at the Front Door

Here is a useful tip when you attend your next interview: First impressions don't start the moment you meet your interviewer, they start the moment you walk through the front door. Frontline staff members, such as receptionists, assistants or administrators are often called upon to provide their impressions of a candidate's behaviour and how well they think a candidate will fit into the culture of an organization.

Many companies believe that how a candidate behaves towards receptionists, assistants or administrators is an accurate reflection of how well they will treat their peers and subordinates if hired. An impatient or condescending attitude towards these support staff members could result in a candidate becoming eliminated from consideration for a role. Set yourself above the crowd by making a great first impression.

Here are some things to keep in mind when arriving for a job interview or meeting:

Be Respectful

Think of yourself as a guest in someone's home and do not assume that the receptionist is there to wait on you, even if you are offered a drink. Keep your requests simple and always be polite and smile. Keep on your best behaviour in hopes of being invited back again.

Mind What You Say

Assume that everything you say once you enter the building will be reported back to the hiring decision makers. Personal conversations on cell phones will not be ignored, even if it may look as though no one is listening. Avoid personal remarks and keep any comments or conversations positive.

Say Goodbye

Remember to thank the person/people attending the interview as you leave the interview room and say goodbye to the frontline staff with a smile as you exit the building. This is a thoughtful gesture that will not go unnoticed. Keep in mind that this last impression is just as important as the first!