

## *Showing respect*

1. Good invitation letter
2. Reception:
  - staff expect them
  - tell them if there is going to be a delay
  - cup of tea or coffee, maybe even biscuits!
3. Room: tidy, no interruptions, no telephone
4. Seating:
  - table rather than desk,
  - circular if possible
  - nothing on the table
  - equal chairs,
  - sit at 90 degrees
5. Welcoming body language:
  - stand up,
  - smile,
  - shake hands,
  - use name
6. Memorise
  - their name,
  - current company,
  - current location,
  - 1 hobby

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### ***The ultimate test:***

if rejected, would they say “I would really have liked to have worked for them, but I wasn’t quite good enough” ?

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