



**Don't Forget Your Manners!**

**First Impressions Personal Checklist**

- Do you have a smile on your face? Do you look happy to be there? ..... **Y N**
- Do you make eye contact with those to whom you are introduced? ..... **Y N**
- Are you listening—really listening—to those speaking to you? ..... **Y N**
- Would your makeup be described as attractive or excessive? ..... **Y N**
- Is your hair complimentary and in place—not as though you have just come in from a 100-mile wind? (Ladies, please don't play with your hair as this shows your discomfort.) ..... **Y N**
- Are tattoos visible? If yes, in good taste? ..... **Y N**
- Is your jewelry a one-person band or considered a display rack? ..... **Y N**
- Is your clothing appropriate for your age and the occasion? clean? pressed? ..... **Y N**
- Is your posture erect or slumped—both standing and seated? ..... **Y N**
- Are your shoes polished? Do they present a potential hazard? ..... **Y N**
- Are your dining skills ready to be under inspection? ..... **Y N**
- Is your handshake firm? ..... **Y N**

How did you do? Did you get a favorable rating?