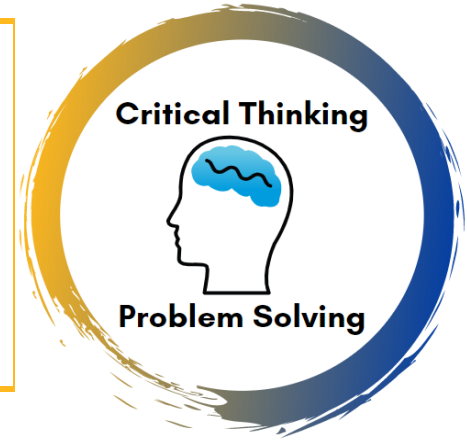




Dining Etiquette



NACE CAREER READINESS COMPETENCIES



Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



What does dining etiquette mean to you?



Why learn about dining etiquette?

- Awareness of the social norms and behaviors in a social or dining environment
- Table manners can be important to showing that you are polished and professional
- Social and/or dining environments can be great ways to get to know professionals and a great place to make a good impression!

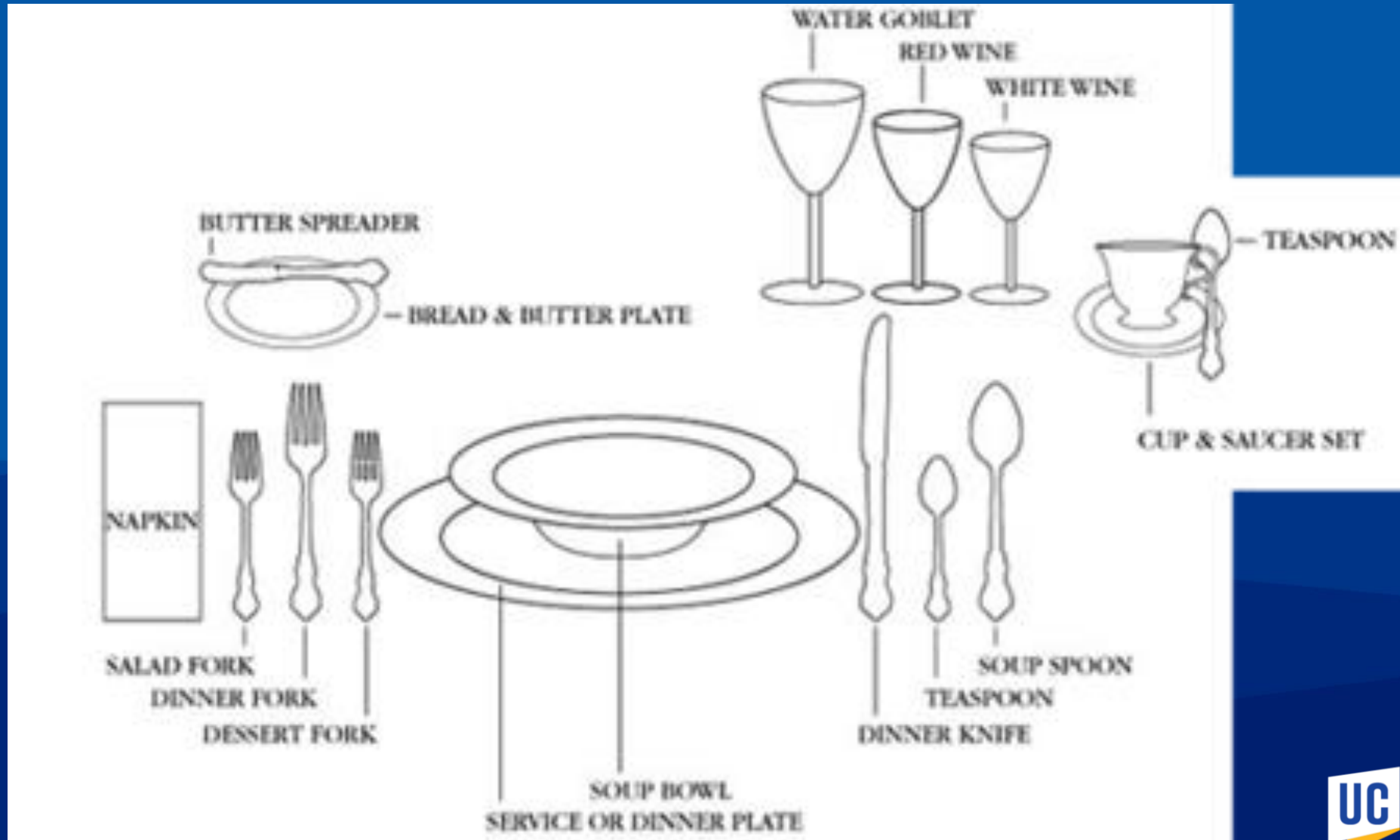


Ordering Your Meal

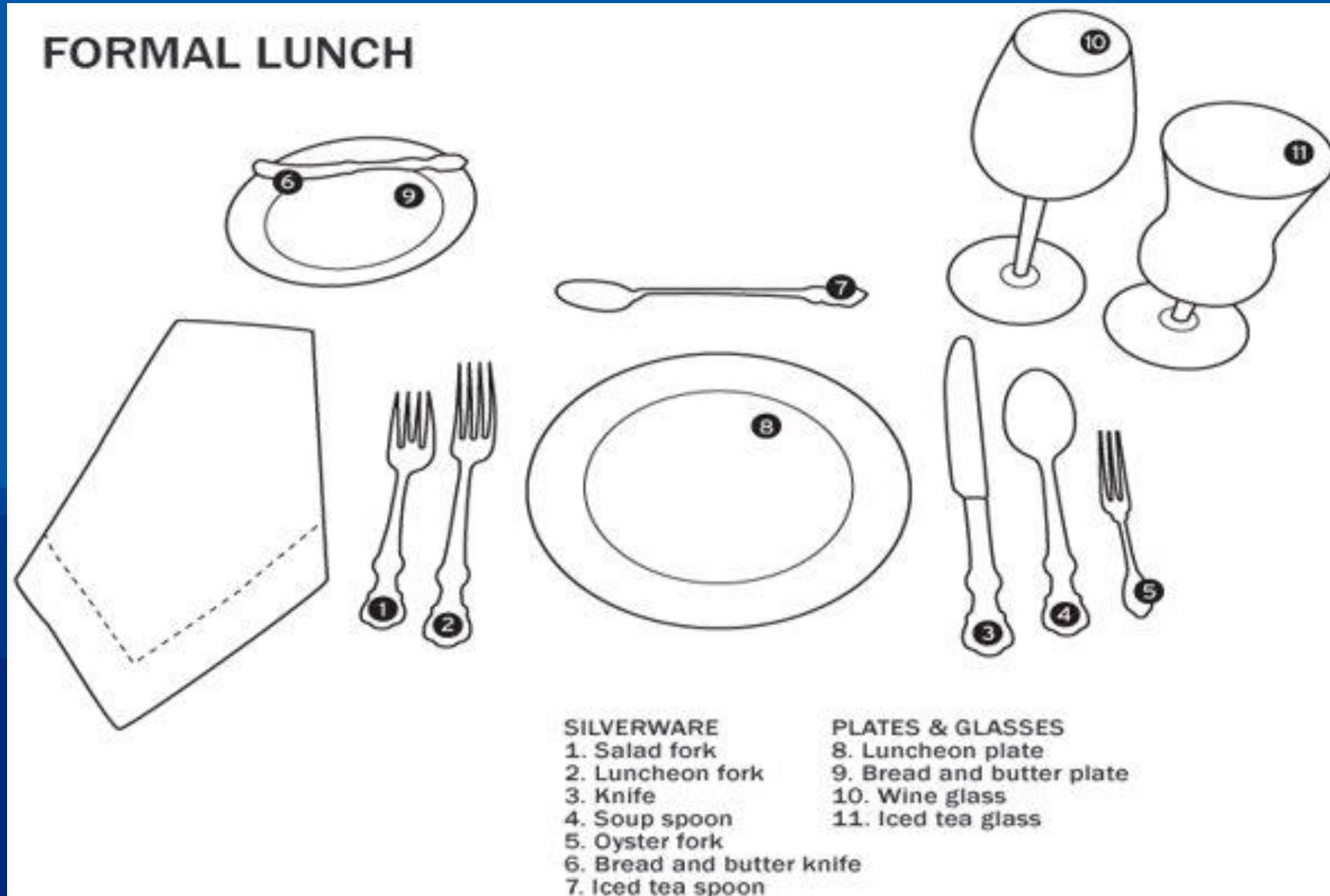
- Do not order an expensive entrée unless you are encouraged to do so by your host
- Consider any dining difficulties a particular food might present
- Your dietary restrictions are yours! Do not be afraid to let them know that you have them
- Mirror the event host



Formal Dining Setting

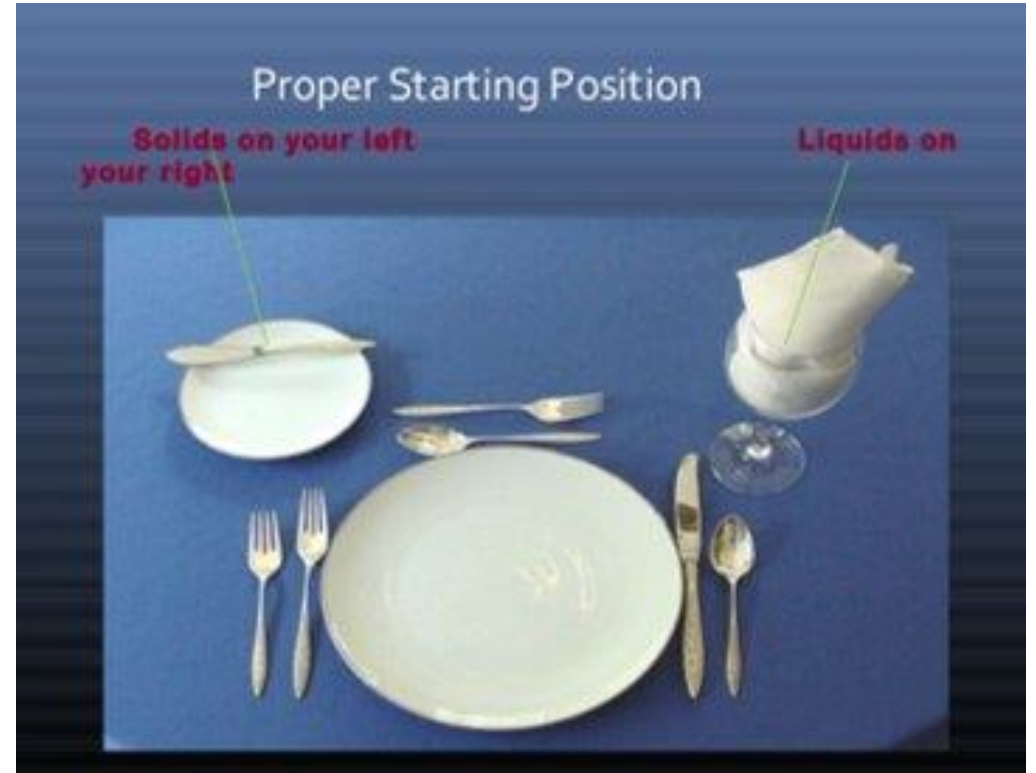


Formal Lunch Setting



More on Table Settings

- Solids to the left – Liquids to the right.
- Hand Trick - “b”read and “d”rink.
- Pick up silverware from the outside in and move towards your plate.
- Put napkin on lap as soon as host does, or if in a large group, place napkin on lap when seated.
- Napkins remain on your lap until completion of meal.



The Napkin

- Place the napkin on your chair if you need to get up.
- Blot only.
- Place napkin on the left side of the plate setting when finished eating.



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The Meal: Serving Food

- Pass food to your right.
- Transfer dip to your plate.
- Offer bread to others before taking some for yourself.
- Break a small piece of bread and spread butter on each piece.
- If water is placed in the middle of the table offer to others first.
- Plates are served on the left and removed on your right.





Meal Time Basics

- Wait to be seated until directed to do so by host waiter
- Greet other diners at the table and introduce yourself
- Be polite and thank your server
- Keep all personal items off of the dining table
- Put your hands on your lap when not using your utensils to cut or eat food.
- Even if you feel you must add your words at the perfect moment, wait until you have swallowed.

Eating Soup



Eating Salad



Eating Pasta

- Get strands of pasta and twirl it on plate.
- Do not cut the pasta in small pieces.
- If a spoon IS provided use it to help you twirl the pasta.
- Don't plunge the fork into the pasta.





Drinking Beverages

- Tuck empty sugar packs under the rim of your plate or under the edge of the saucer or butter dish.
- Never turn a wine glass upside down to decline wine.
- Don't stir drinks (iced tea) loudly, making a noise with the spoon against the glass.
- Do not take more than two sugar packets. Tear them only $\frac{3}{4}$ of the way (to minimize trash) and leave the empty packet on your coffee saucer or under your plate.
- Stay away from alcoholic drinks. If your host insists simply say no thank you or if you must, **HAVE ONLY ONE!** (This message is for 21 and older)

Salt & Pepper

- Taste your food before adding salt & pepper.
- If someone asks for the salt, pass the salt and pepper together.
- Place the salt & pepper down on the table next to the person next to you.
- Do not pass hand to hand.



The Basics: Attire

It is very important to ask yourself three questions before dressing for the event....

- Who is the host of the dinner?
- What is the purpose of the dinner?
- Where is the location of the dinner?

If the dinner is a business function at a nice restaurant, business attire is appropriate.

If the dinner is a picnic or BBQ, conservative casual wear is appropriate.

The Basics: Attire

Business Professional



Business Casual





First Impressions Matter

Most people, find that first impressions are the most lasting. No matter what the occasion, it is always important to present yourself in the best possible manner.

Dining with professionals can occur in a variety of ways....

- Interviewing for a position, academic program/opportunity
- Networking events
- Conferences
- Assisting in entertaining a professional visitor
- Meeting with a co-worker



Interview or Table Conversation

- Research the opportunity you are interviewing for
- Review the company/organization's mission & values
- Know how the company aligns with your goals
- Know current affairs
- Know your experience, know how it applies, give examples
- Stay away from controversial topics

Activity

Break up into groups of 2-3, introduce yourself and ask each other the following two questions:

1. What activities are you involved in?
2. What is your major and what do you like or dislike about it?





FAQ's

Q: What should I do if I need to leave the table during dinner?

A: Wait until there is a break between courses. Say "excuse me", lay your napkin on the chair (arm or seat), and leave.

Q: What should I do if some food falls from my plate?

A: Just leave it there.

Q: What should I do if I bite into something awful?

A: Simply bring the food to the front of your mouth and put it back on the utensil used to take that bite. Place it on your plate discreetly, preferably under garnish.

Q: Can I take my leftover food home with me?

A: It is usually not appropriate to ask for a doggy bag. However, if the host does and in turn asks you, you may follow their lead.

Q: What should I do with my knife when I am not using it?

A: Place your knife across the top of your plate with the blade facing you when you are not using it.



Last Reminders:

- Turn off phone before any meal or interview
- Do not look at your phone/watch every few minutes.
- Do not text people
- Do not wear a hat at the table
- Do not smoke before or at an interview meal
- Excuse yourself to go to the restroom by saying, “Excuse me for a minute.” Do not say, “I need to go to the bathroom.”
- If you drop a utensil do not pick it up, ask for a new one



Questions?

Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

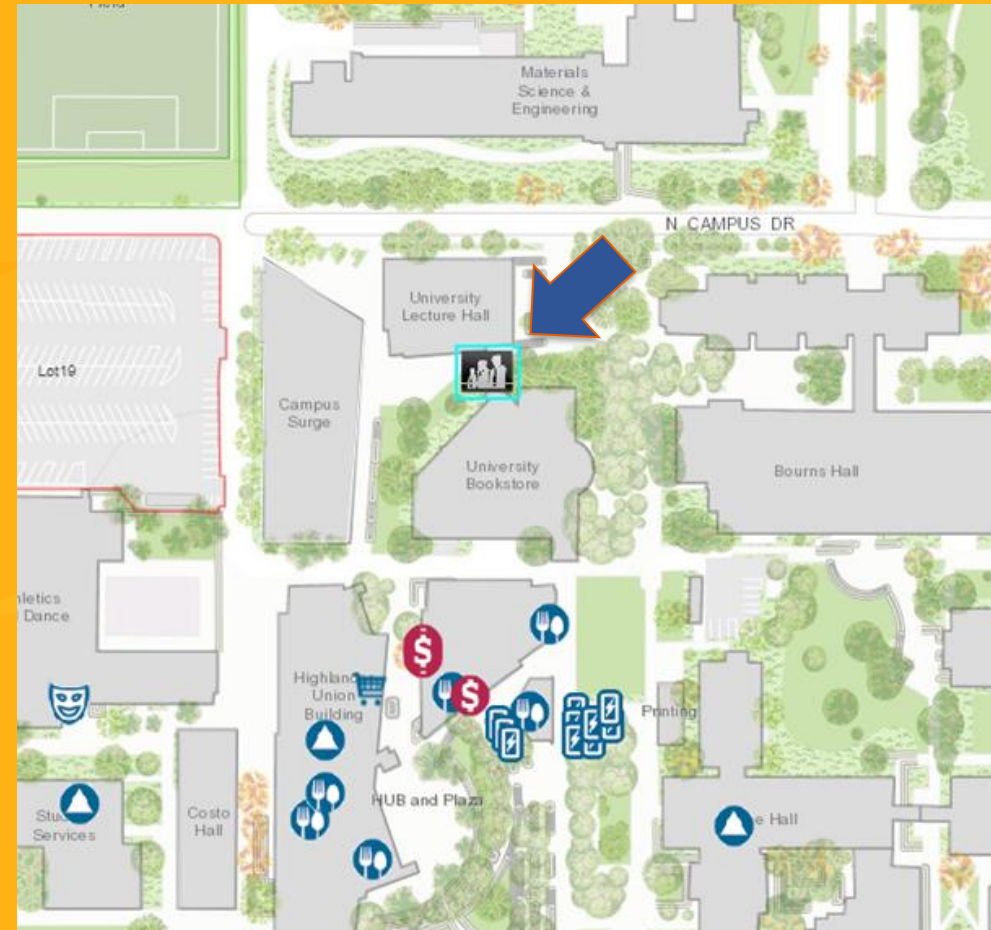
Hours:
Mon. - Fri. 8 am to 5 pm

*Individual counseling appointments available
Schedule on Handshake*

Drop-in Hours:
Mon. - Fri. (days & times vary)
View drop-in schedule on our website <https://careers.ucr.edu/>



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