



FNBT News Release

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Mustang seniors learn business etiquette tips

Approximately 30 Mustang High School seniors met with First National Bank Manager Patty Chan, Loan Officer David Hurst and Trainer Jo Perryman at the Mustang Town Center to learn business etiquette on April 12.

The program included tips for interviews at universities for scholarships and for job interviews, behavior once on the job and building a reputation as a good employee. Part of the interview training required the students to be on their feet shaking hands correctly with other students, sponsors and bankers in order to practice a firm, confident handshake. Perryman warned a “limp fish” handshake was a mark against them in the professional world.

During the program, the students watched a short video covering seven tips for positive body language and another in which they watched the beginning of six different interviews and critiqued them pointing out positive and negative actions. The students were then asked to select the person they would hire based on the first 30 seconds of the interview.

One of the lessons the students learned from the video was an employer usually makes the decision of whether to hire or not in 30 seconds to two minutes.

In the section on job tips, Perryman shared her father’s advice to always give an employer more than is actually expected.

“This has served me well,” Perryman said. “I have never been fired or let go, nor have I ever been bored because I was always busy.”

Other training tips included sharing kitchen facilities, working in close quarters, and being respectful of fellow employees and their space.

The final section in the program dealt with their professional reputation. Being on time was key to success along with exercising courtesy toward everyone regardless of their role within the company.

Students were encouraged to handwrite thank you notes because they send a positive message but overdoing the gratitude by saying thank you in person several times in one meeting is to be avoided.





"In Shakespeare's Macbeth, the point is made that it takes a lifetime to build your reputation," Perryman said, "but it only takes one disastrous moment to destroy it."



One of the lessons that the Mustang High School seniors learned from the business etiquette program taught by First National Bank Trainer Jo Perryman on April 12 was that an employer usually makes the decision of whether to hire a person or not in 30 seconds to two minutes.