

## **Interview Do's:**

- " Arrive 15 minutes before the scheduled time of the interview
- " Dress appropriately and conservatively
- " Be prepared for the interview by researching the company beforehand
- " Know why you want to work for the company and why you are interested in the position
- " Have a clear understanding of what you want to get across to the interviewer
- " Show enthusiasm and interest in the position and the company
- " Keep your intensity level up with every interviewer
- " Make a positive impression when presenting your skills
- " Greet the interviewer with a firm handshake
- " Maintain eye contact and good posture during the interview
- " Keep your answers straightforward, speaking firmly, clearly, and loudly enough to be easily understood
- " Prepare appropriate questions to ask
- " Prepare for questions you may be asked ó formulate possible answers (practice with someone you trust)
- " Be relaxed and natural ó smile when appropriate
- " Relate your skills and experience
- " Watch for opportunities to sell your skills
- " Ask the interviewer if you have answered the questions fully
- " Be sure you understand the question before you answer

## **Interview Don'ts:**

- " Don't arrive late!
- " Don't criticize previous employers
- " Don't exaggerate or embellish your experience
- " Don't exhibit overbearing, overaggressive or egotistical behavior
- " Don't appear excessively nervous
- " Don't answer only "yes" or "no" to questions
- " Don't fail to let them know that you have knowledge of their company
- " Don't ask questions just to ask questions
- " Don't assume that you know the outcome of the interview after it's over. Offers will sometimes come from interviews you think went badly, and it's not unusual to be rejected after an interview that you felt went well.
- " Don't let the interview process discourage you, or affect your search efforts
- " Don't use negative terms
- " Don't get defensive
- " Don't talk too much