

INTERVIEW DO'S AND DONT'S

While every interview is a unique experience, there are a few general do's and don'ts that can give you confidence and ensure your success.

- ❑ Do arrive 10 to 15 minutes early.
- ❑ Do have some questions to ask at the end of the interview.
- ❑ Do start with a firm handshake -a limp wrist gives the wrong first impression.
- ❑ Do maintain eye contact throughout the whole interview -it shows you are paying attention.
- ❑ Don't chew gum or eat candy during an interview.
- ❑ Do talk positively about your past employers -no one likes a complainer.
- ❑ Do go in thinking "I want this job" or "I can get this job." Decide if you really want it after the interview.
- ❑ Do stop and think before you answer a question.
- ❑ Don't ramble, answer questions concisely.
- ❑ Do stay focused and try not to get too much off the current topic.
- ❑ Do dress appropriately.
- ❑ Don't wear too much cologne, perfume, or makeup
- ❑ Do keep any skeletons that you may have in the closet.
- ❑ Do represent your skills and experience honestly. It is okay to admit not being totally computer proficient, especially if you express an interest in learning and your ability to learn quickly.
- ❑ Do send a thank you note after the interview even if you are not interested. It is appropriate to thank the interviewer for their time.
- ❑ Don't forget to smile. 😊



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