

DOS AND DONTs

AT A JOB

INTERVIEW



WHAT TO DO AT A JOB INTERVIEW:

- ✚ Research the company and the position you're applying for.
- ✚ Dress appropriately for the job you want, be neatly groomed and dress conservatively.
- ✚ Offer a firm handshake and make eye-contact when meeting someone.
- ✚ Maintain good eye-contact during the interview.
- ✚ Sit properly by keeping your knees together, your back straight and your hands relaxed.
- ✚ Be polite, kind and well-mannered.
- ✚ Promote your achievements and talents.
- ✚ Give detailed answers to questions with examples. Explain how you would go about tackling the assignments and challenges of the position.
- ✚ Have an opinion when asked.
- ✚ Prepare to answer questions about your salary requirements.
- ✚ Be honest and genuine.
- ✚ Ask intelligent questions about the job, company, or industry. It

pays to prepare a few before the interview.
✚ Stay calm and feel confident.

WHAT NOT TO DO AT A JOB INTERVIEW:

- ✚ Dress too casually, too flamboyantly or in revealing clothing.
- ✚ Arrive smelling. (too much perfume, cigarette smoke etc.)
- ✚ Be late to your interview if you can possibly avoid it.
- ✚ Be stressed.
- ✚ Tell jokes.
- ✚ Be aggressive.
- ✚ Be self-aggrading, insinuating that are perfect and have zero flaws.
- ✚ Speak negatively about your current or former company, boss, or coworkers.
- ✚ Lie.
- ✚ Offer up any negative information about yourself if not asked.
- ✚ Be afraid to ask for clarification if you do not understand a question.

- ✚ Give short answers, like "yes" or "no".
- ✚ Bring up personal or family problems.
- ✚ Ask personal questions of your interviewer.
- ✚ Answer your cell-phone or check messages.
- ✚ Raise your voice.
- ✚ Act as you are desperate and would take any job.
- ✚ Sit improperly.
- ✚ Do gestures which show that you are stressed or unprepared.
- ✚ Indicate that you are only interested in the job because of the salary, benefits, or geographic location. Do not indicate that you intend the job to be a "stepping stone" to something else.
- ✚ Mumble.