Dos

- Do speak clearly and confidently
- Do dress smartly and look attentive
- Do turn off your mobile phone
- Do prepare some questions to ask at the end of the interview
- Do prepare answers for the main questions - for example, why do you want the job, what are your strenghts and weaknesses, what are the main tasks in this job?
- Do keep your answers focused on what sou can do for the employer, not they can do for you
- Do take a practice
- Do plan to arrive about 10 minutes Elary
- Do make good eye contect with your interviewer(s)

Donts

- Don't slouch, fidget , or dawn.
- Don't be late
- Don't let your nerves show too much
- Don't use slang words
- Don't be arogant
- Don't lie. Even if u get the job, your employer can dismiss you if they find out that you have not been honest.
- Don't argue with the interviewer
- Don't discuss controversial topic such as religion, politics and gender relations
- Don't chew gum
- Don't tell jokes
- Don't be soft-spoken
- Don't answer questions with a simple „Yes" or „No"
- Don't bring up or discuss personal issues or family problems

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Dos and donts at a job interview

Here are the keys to succesful job interviewing. Job-seekers who follow these simple rules and guidelines should achieve succes in this important phase of job-hunting.