

# Interview Do's and Don'ts

## Before the Interview

### Do:

- Be well rested.
- Personal grooming and cleanliness should be perfect.
- Dress appropriately.
- Fill out applications neatly and completely.
- Anticipate tough questions. Prepare in advance so you can turn apparent weaknesses into strengths.
- Gather information about the industry, employer and position.
- Prepare questions about the employer and position.
- Have extra copies of your resume and a list of references with you to the interview.
- Know the exact time and location of your interview.
- Know how long it takes to get there, park, find a restroom to freshen up, etc.
- Turn your cell phone off.
- Arrive 10 - 15 minutes early
- Go alone
- Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.

### Don't:

- Don't interview unless you are interested in the job...don't just "shop around."
- Don't use excessive perfume or make-up.
- Don't smell like smoke
- Don't bring a friend or relative with you.
- Don't arrive late.

## During the Interview

### Do:

- Greet interviewer with a warm, confident "Hello" and a firm handshake.
- Remember the interviewer's name and use it during the interview.
- Address your interviewer by title and last name.
- Maintain good posture.
- Sit still
- Smile.
- Maintain eye contact.
- Be confident
- Get the interviewer to describe the position and responsibilities early in the conversation so you can relate your skills and background to the position throughout the interview.
- Remain calm and alert to answer all questions.
- Listen. By concentrating not only on the employer's words, but also on the tone of voice and body language, you will be able to pick up on the employer's style.
- Express yourself clearly with a strong voice and good grammar.
- Be thorough in your responses, while being concise in your wording.
- Take time to think before answering difficult or unexpected questions.
- Clarify questions. Be sure you answered the questions the employer really asked.