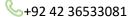


## Interview Do's & Don'ts

## Do's

- 1. Dress appropriately for the industry. Personal grooming and cleanliness should be impeccable. Keep cologne or perfume to a minimum. Pay particular attention to hands and fingernails.
- 2. Arrive early. Know the exact time and location of your interview; know how long it takes to get there, park, and find a restroom to freshen up.
- 3. Treat other people you encounter with courtesy and respect.
- 4. Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by the interviewer.
- 5. Listen to be sure you understand your interviewer's name and the correct pronunciation.
- 6. Address your interviewer by Mr. Or Ms. And the last name, until invited to do otherwise.
- 7. Sit still in your seat; avoid fidgeting and slouching.
- 8. Respond to questions and back up your statements about yourself with specific examples whenever possible.
- 9. Ask for clarification if you don't understand a question; and be thorough in your responses while being concise in your wording.
- 10. Use good grammar and good diction. Say "yes", not "yeah." Don't fill pauses with "um," uh" or "ah". Don't punctuate sentences with "you know", "like", "see" or "okay".
- 11. Treat the interview seriously and show interest in the employer and the opportunity presented and respond to questions in a positive manner.
- 12. Watch the tone of your voice. While it might be trendy among your friends to "up speak" (end sentence with a higher tone of voice so that sentences sound like questions), this habit will kill your credibility during the interview.
- 13. Interview is a Two-Way Street. Where you can ask questions too!
- 14. Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next.







## Don'ts

- 1. Don't make excuses. Take responsibility for your decisions and your actions.
- 2. Don't make negative comments about previous employers or supervisors (or others).
- 3. Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is insulting to the interviewer and the organization.
- 4. Don't give the impression you are only interested in salary.
- 5. Don't act as though you would take any job or are desperate for employment.
- 6. Don't chew gum or smell like smoke.
- 7. Don't take cell phone calls during an interview. If you carry a cell phone, turn it off during the interview.

