

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.