

## Job Interviewing Do's and Don'ts

These are the keys to be a success in your job interview.

- **Do practice** in going to the place of the job interview-- or be sure you know exactly where it is and how long it takes to get there.
- **Do your research** in advance and be aware of the kind of job interview you will be encountering(phone, face-to-face, group, individual). And **do prepare** and rehearse for the interview, but **don't** memorize or over-rehearse your answers.
- **Do dress properly** for the job, the company, and the industry.
- **Do arrive** about 10 minutes early. Late arrival for a job interview can never be excused. If you would be late, **do phone** the company.
- **Do greet** the receptionist or assistant courteously and respectfully. Make good your *first* impression.
- **Don't** chew gum during the interview.
- If presented with a job application form, **do fill it out** neatly, completely, and accurately.
- **Do bring** extra resumes to the interview as well as important documents.
- **Don't** count heavily on your application or resume to do the selling for you. No matter how qualified you are for the position, you *will* need to sell yourself to the interviewer.
- **Do greet** the interviewer(s) by title (Ms., Mr., Dr.) and last name if you are sure of the pronunciation. (If you're not sure, **do ask** the receptionist about the pronunciation before going into the interview. )
- **Do shake hands** firmly. **Don't** have a limp or clammy handshake!
- **Do wait** until you are offered a chair before sitting. And **do** remember body language and posture: sit upright and look alert and interested at all times. **Don't** fidget or slouch.
- **Don't** tell jokes during the interview.
- **Do make** good eye contact with your interviewer(s).
- **Do show** enthusiasm in the position and the company.
- **Don't** smoke, even if the interviewer does and offers you a cigarette. And **don't** smoke beforehand so that you smell like smoke. And **do brush** your teeth, use mouthwash, or have a breath mint before the interview.

- **Do avoid using poor language, slang, and pause words (such as "like," "uh," and "um").**
- **Don't be soft-spoken. A forceful voice projects confidence.**
- **Do have a high confidence and energy level, but don't be overly aggressive.**
- **Don't act as though you would take any job or are desperate for employment.**
- **Do avoid controversial topics.**
- **Don't say anything negative about former colleagues, supervisors, or employers.**
- **Do make sure that your good points come across to the interviewer in a factual, sincere manner.**
- **Don't ever lie. Answer questions truthfully, frankly and succinctly. And don't over-answer questions.**
- **Do stress your achievements. And don't offer any negative information about yourself.**
- **Don't answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination. Give examples.**
- **Do show off the research you have done on the company and industry when responding to questions.**