

DOS AND DONT'S

AT A JOB

INTERVIEW



WHAT TO DO AT A JOB INTERVIEW:

- ↓ Research the company and the position you're applying for.
- ↓ Dress appropriately for the job you want, be neatly groomed and dress conservatively.
- ↓ Offer a firm handshake and make eye-contact when meeting someone.
- ↓ Maintain good eye-contact during the interview.
- ↓ Sit properly by keeping your knees together, your back straight and your hands relaxed.
- ↓ Be polite, kind and well-mannered.
- ↓ Promote your achievements and talents.
- ↓ Give detailed answers to questions with examples. Explain how you would go about tackling the assignments and challenges of the position.
- ↓ Have an opinion when asked.
- ↓ Prepare to answer questions about your salary requirements.
- ↓ Be honest and genuine.
- ↓ Ask intelligent questions about the job, company, or industry. It

pays to prepare a few before the interview.

- ↓ Stay calm and feel confident.

WHAT NOT TO DO AT A JOB INTERVIEW:

- ↓ Dress too casually, too flamboyantly or in revealing clothing.
- ↓ Arrive smelling. (too much perfume, cigarette smoke etc.)
- ↓ Be late to your interview if you can possibly avoid it.
- ↓ Be stressed.
- ↓ Tell jokes.
- ↓ Be aggressive.
- ↓ Be self-aggrading, insinuating that are perfect and have zero flaws.
- ↓ Speak negatively about your current or former company, boss, or coworkers.
- ↓ Lie.
- ↓ Offer up any negative information about yourself if not asked.
- ↓ Be afraid to ask for clarification if you do not understand a question.

- ↓ Give short answers, like "yes" or "no".
- ↓ Bring up personal or family problems.
- ↓ Ask personal questions of your interviewer.
- ↓ Answer your cell-phone or check messages.
- ↓ Raise your voice.
- ↓ Act as you are desperate and would take any job.
- ↓ Sit improperly.
- ↓ Do gestures which show that you are stressed or unprepared.
- ↓ Indicate that you are only interested in the job because of the salary, benefits, or geographic location. Do not indicate that you intend the job to be a "stepping stone" to something else.
- ↓ Mumble.