

Job Interview Do's and Don'ts

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When interviewing for a job, you are being evaluated from the very first impression to the last good-bye. Here are some do's and don'ts to help you ace the interview process.



Do:

- Shake their hand and smile.
- Repeat their name (this makes you sound interested in them).
- Be prepared with a list of questions.
- Be honest.
- Explain your answers fully – don't use one word answers.
- Make eye contact and look at the interviewer when you respond.
- Make yourself memorable by building a connection with the interviewer.
- Bring an extra couple copies of your resume and job application.
- Sit up straight and either place both feet flat on the floor or (if you're a woman), cross your legs at the ankles only.
- Check yourself in a mirror beforehand to make sure there's no embarrassing food in your teeth.
- Dress conservatively – nothing too provocative. Cover any tattoos or extra piercings if possible.



Don't:

- Fidget nervously.
- Look at the clock. This signals that you would rather be somewhere else.
- Under-dress. You want to be dressed at least one step nicer than you would if you got the job and worked there.
- Let the interviewer monopolize the conversation. You should be talking at least half of the time.
- Be late to the interview.
- Sell yourself short – now is the time to tell all of the great things about yourself.
- Forget to ask questions about the job and the employer.