

## **Interviewing Do's & Dont's**

### **What to Do....**

- Do express yourself clearly with a strong voice and good diction and grammar.
- Do pay close attention to your personal appearance; dress to your advantage.
- Do make concrete goals in planning for your career.
- Do offer a firm handshake.
- Do look the interviewer in the eye (but don't stare him or her down).
- Do fill out applications neatly and completely.
- Do have as much knowledge about the industry, employer, and position as possible.
- Do take criticism gracefully.
- Do equip yourself with a strong knowledge of the company.
- Do have prepared questions about the employer and position.
- Do display a sense of humor.
- Do display self-confidence.
- Do bring a pen and small notebook with you to the interview.
- Do remember the interviewer's name and use it during the interview.
- Do take time to think before answering difficult or unexpected questions.
- Do take an extra copy of your resume and a list of references with you to the interview.
- Do follow-up with a thank-you note restating your interest in the position.
- Do contact the employer by phone if the interviewer does not contact you one week after the time from which he or she indicated you would be notified.

### **What Not To Do....**

- Don't be overbearing, overaggressive or conceited.
- Don't show a lack of interest or enthusiasm.
- Don't emphasize money as your main interest in the job.
- Don't expect too much too soon - be open to the idea of starting at the bottom and working your way up.
- Don't make excuses for unfavorable factors on your record.
- Don't be indecisive.

- Don't condemn past employers or institutions of education; keep comments positive.
- Don't display a marked dislike for schoolwork.
- Don't display intolerance or prejudice.
- Don't interview unless you are interested in the job...don't just "shop around."
- Don't be late to the interview.
- Don't state specific geographic restrictions.
- Don't contradict yourself in responses.
- Don't take notes during the interview - jot down your notes immediately after the interview.
- Don't forget: YOU control the content of the interview.
- Don't glorify your past experiences - getting into a job for which you are under qualified is not recommended.
- Don't assume that all employers will be delighted to hear of your plans for graduate school.
- Don't smoke, chew gum, etc. even if offered or if the interviewer does so.