

Job Interviews: The All Time Classic “Do’s and Dont’s”

DO: (Google is your friend=GIYF)

- Research the company and the position you’re applying for. (GIYF)
- Research common interview questions and practice your answers. (GIYF)
- Dress appropriately for the job you want. Be neatly groomed and sharp.
- Map out how to get to the location before the interview, and plan to arrive 30 minutes early. (GIYF)
- Bring all requested paperwork with you to the interview including your resume, an application, references, identification, etc. Need resume help? (GIYF)
- Bring extra copies of your resume and a portfolio. (have your questions written down and have a note pad and pen)
- Be polite and cordial to everyone you meet...as always.
- Offer a firm handshake and make eye contact when meeting someone.
- Maintain good eye contact during the interview and remember names.
- Approach the interview with enthusiasm about the job and the company.
- Stress your achievements and talents.
- Give detailed answers to questions with examples and have an opinion when asked.
- Answer questions like, “What’s your biggest flaw?” intelligently, but honestly.
- Show off any research you’ve done about the company, position, and industry with examples or educated questions. (GIYF)
- Take time to think about how to answer an unexpected question. You can repeat the question to give yourself a little extra time.
- Prepare to answer questions about your salary requirements.
- Ask intelligent questions about the job, company, or industry. It pays to prepare a few before the interview. (GIYF)
- Close by indicating that you want the job and asking about next steps.
- Get business cards from your interviewers, or at least make a note of the correct spelling of their names.
- Write down some notes after your interview so that you don’t forget any details of what was discussed.
- Write a thank you note and send it within 24 hours of the interview. Examples? (GIYF)
- Evaluate the interviewer, the company, and the position to be sure it’s right for you.
- Turn your mobile phone OFF.

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DON'T:

- Rehearse your answers so much that you sound like you’re just reciting from memory.
- Dress too casually, flamboyantly or in revealing clothing. Interview attire (GIYF).
- Arrive smelling (too much perfume, cigarette smoke, etc.).
- Be late to your interview. Period...end of story.
- Bring anyone else with you to the interview.
- Address your interviewer by his or her first name until invited to do so. Don’t assume you know how to pronounce their name, either; it’s better to ask the receptionist to be sure. Don’t assume that a female interviewer is a Mrs. or a Miss; use Ms. unless told otherwise.
- Slouch, fidget, or yawn while being interviewed. Don’t chew gum or bring food or drink into an interview.
- Tell jokes or bring up controversial subjects. Don’t be aggressive.
- Be self-aggrandizing, insinuating that you are perfect and have zero flaws.
- Take out any frustrations about the job search process on your interviewer.
- Speak negatively about your current or former company, boss, or coworkers.
- Lie about anything or make excuses.
- Offer up any negative information about yourself if not asked.
- Be afraid to ask for clarification if you don’t understand a question.
- Answer every question with a simple “yes” or “no” answer.
- Bring up personal or family problems or ask personal questions of your interviewer.
- Answer your cell phone, check messages, or text during an interview.
- Act as though you’re desperate and would take any job.
- Act as though you’re just shopping around or interviewing for practice.
- Indicate that you’re only interested in the job because of the salary, benefits, or geographic location. Don’t indicate that you intend the job to be a “stepping stone” to something else.
- Bring up salary, benefits, vacation time, or bonuses until after you’ve received an offer.
- Say that you don’t have any questions. Always have at least three prepared.
- Call immediately after the interview to find out if you got the job, or make repeated phone calls.