



## Interviewing Tips

- Avoid too much coffee or sugar at breakfast.
- Brush your teeth and put on deodorant!
- Remember to take directions to the interview, the name of the person you are meeting, your resume and other relevant items with you.
- Give yourself plenty of time to get there, get comfortable and find the restroom.
- If you feel nervous, try breathing to the count of ten and then exhale to the count of ten. Try to increase the count.
- Observe your surroundings; get a feel for the work place.

### DO:

- **DO** consider the “interview” to start as soon as you arrive on the premises (ie. parking lot) – no telling who is looking out the window at what you may be doing.
- **DO** tell yourself you deserve the job. (That doesn’t mean they owe it to you. You must convince them.)
- **DO** introduce yourself by name first “Hello, my name is \_\_\_\_\_.” Use your first and last name. Look the person in the eye and speak clearly.
- **DO** take out your pen and notebook to take down notes – or just to look prepared.
- **DO** be friendly. Give a firm handshake, make eye contact, smile and speak up. A little small talk is fine. For example, comment on the nice surroundings or a book you notice on the shelf.
- **DO** keep your temper no matter what happens.
- **DO** try to define your strengths and weaknesses. If you can’t think of a weakness, try “I’m over-responsible” or “I’m incredibly organized.”
- **DO** be prepared to talk about your professional goals.
- **DO** be enthusiastic, courteous and alert throughout the entire interview.
- **DO** sit calmly – if you tend to gesture a lot when you talk, try clasping your hands in your lap.
- **DO** feel free to explain how well your special skills match up with the employer’s needs.
- **DO** ask for a business card so that you can send a short prompt thank you note.

### DON'TS:

- **DON'T** bring a friend or child along.
- **DON'T** be insincere — fake flattery shows.
- **DON'T** wear flashy jewelry (keep it simple and small) or a facial piercing.
- **DON'T** flirt, even if the interviewer flirts with you — be friendly but business-like.
- **DON'T** use the word “fired” or mention that you didn’t get along with a past supervisor.
- **DON'T** be afraid to ask why this company would be a better employer than its competitors.
- **DON'T** start with a question about your salary or about not working — such as, “How much vacation do I get?”
- **DON'T** be afraid to say, “I really want this job: I know I could make a real contribution.”
- **DON'T** slump, yawn, smoke, chew your nails or chew gum during a job interview.
- **DON'T** panic if you trip, knock something over or drop something. Show how cool you are under pressure.
- **DON'T** use/answer cell phone during interview — turn it OFF prior to the interview.