

The "Do's" and "Don'ts" of Interviewing

DO...

- Dress appropriately
- Have good breath
- Research the company and position for which you are interviewing
- Take the time to fully assess your past experiences and skills before the interview and practice your answers to behavioral-based questions
- Be early for the interview
- Make eye contact with the interviewer
- Get the interviewer's name during the introduction and use it during the interview
- Ask for clarification of questions if you are not certain what is being asked
- Be brief and to the point with your answers and use proper grammar
- Ask solid questions
- Get his/her business card at end of interview
- Follow-up with a thank-you note

DON'T...

- Smoke immediately before or during the interview
- Yawn
- Chew gum
- Forget to shut off your phone
- Use too much cologne, perfume or aftershave
- Ask questions about salary, benefits, hours or vacation during the first interview
- Ramble
- Blame past employers or criticize others
- Be afraid to smile or use appropriate humor
- Use college slang