

Interview Tips

Interview Dos

Arrive at least ten minutes early.

Dress should be conservative and professional.

Greet the interviewer enthusiastically and with a firm handshake.

Always greet the interviewer(s) by name as he or she is introduced.

Answer questions with enthusiasm and interest.

Be sure to smile.

Maintain positive body language and eye contact during the interview.

Ask for clarification if you don't understand the question.

Do research on company and position prior to interview.

Arrive with questions about the position and company.

Be honest and confident.

Turn off cell phone/or pagers.

Be sure to speak clearly and slowly.

Collect business card/or contact information of interviewer(s).

Send thank you note or email following interview.

Interview Don'ts

Do not arrive late. If you think you are going to be late, call ahead to the interviewer.

Don't give one word responses, elaborate whenever possible.

Do not speak disparagingly about your current employer or co-workers.

Do not babble, give concise succinct responses.

Do not inquire about salary or benefits, unless a job offer has been made.

Do not chew gum.

Do not criticize previous employer(s).

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