

## **Interview Dos and Don'ts**

### ***Do.....***

- Look directly at the interviewer.
- Elaborate briefly on your experience, your skills and background.
- Be sincere. Sell yourself without bragging.
- Be natural and let your sense of humor show.
- Think before you answer. It is quite acceptable to pause before responding in order to organize your thought.
- Be honest. If you don't know something, acknowledge it.
- Be a good listener. But if you are asked a question you don't understand, ask for clarification.
- Be calm and poised. Be aware of your nervous habits and try to keep them under control.
- Shut the door on your troubles. Try to avoid discussions about family or financial problems.
- Think about what you can do for the employer.
- Leave as soon as the interview is over.
- Thank the interviewer for having the opportunity to talk with him/her.
- Say good-bye to the receptionist. A good word from this source may help.

### ***Don't.....***

- Exaggerate or compare yourself to others.
- Cross your arms across your chest. This gesture will make you seem defensive.
- Place anything on the desk between you and the interviewer such as briefcases or portfolios. It will appear to be a barrier.
- Give just 'yes' and 'no' answers. One-liners are conversation stoppers.
- Use flattery. An interviewer will recognize flattery and consider you insincere.
- Argue with the interviewer.
- Criticize your old job or boss.
- Discuss politics, religion or controversial subjects.
- Speak too loudly or too softly. Use the interviewer as your model – how are they speaking?
- Ask about the salary or fringe benefits first



This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.