



DON'TS

- ✓ Don't be late
- ✓ Don't swear or use slang words
- ✓ Don't slouch in your seat or do anything that makes you look uninterested
- ✓ Don't smoke
- ✓ Don't lie: the interviewer may see through you. Even if you get the job, your employer can dismiss you if they find out that you have not been honest
- ✓ Don't let your nerves show too much; a few nerves are normal but extreme nerves will affect your performance. Use breathing techniques and try to remember that it's not a life and death situation - there are plenty of jobs out there!
- ✓ Don't be arrogant and assume you've got the job. Nothing turns off employers more than someone who is disrespectful and over-confident
- ✓ Don't discuss controversial topics such as religion, politics and gender relations
- ✓ Don't read from notes or your CV — you should be familiar enough with your own history to be able to talk about it unprompted
- ✓ Don't criticise former employers or colleagues. Interviewers may mark you down as a troublemaker and a gossip
- ✓ Don't argue with the interviewer, no matter what. Remember to keep things positive!

These rules apply for most jobs. However, employers in some industries can use more relaxed and informal interviewing techniques. In some creative fields (design and media for example) it may be expected that you turn up for the interview in casual clothes, as that is the dress code in the office. However, smart casual is better than very casual. If you're in any doubt, do some research on typical interview techniques in your line of work.

ALWAYS BE YOURSELF!