

## Do's

- ✓ A Firm Handshake shows confidence.
- ✓ Be nice to everyone you see, you could be working with these people in the future and you want to make a good impression.
- ✓ Be conscience of yourself during your interview – things like swinging on the chair, picking and fidgeting can be off putting and distracting.
- ✓ Sell your skills, but if you don't know something be honest and do not thumb suck the answer.
- ✓ You are interviewing them as much as they are interviewing you – ask questions

Thoroughly prepare for the interview:

- ✓ Research the company.
- ✓ Prepare a list of potential questions that you might be asked – and think about how you might answer. It's important that you don't sound 'rehearsed' so don't spend too much time on this!
- ✓ Check the logistics. Do you have directions to the offices? Have you picked out a professional outfit to wear? Have you confirmed your attendance with our Consultant?
- ✓ Get a good night's sleep before the interview.
- ✓ Arrive well-groomed at the interview. Also, if you're a smoker, avoid smoking before the interview so that you don't arrive smelling like second hand smoke.
- ✓ Arrive at least 10 minutes before the scheduled interview time. It's not acceptable to be late.
- ✓ If you're given an Application Form to complete, don't complain. Your CV may contain all of the information required on the form – but fill it in neatly and completely anyway. Some companies monitor your reaction to being asked to complete a standard Application Form.
- ✓ Do introduce yourself to the interviewer with a smile and a firm handshake.
- ✓ Do wait until you're offered a chair before sitting. When seated, sit upright and look interested at all times.
- ✓ Do make eye contact. Failing to make eye contact will make you look uneasy.
- ✓ Speak clearly and project your voice – without shouting! People who speak clearly sound – and look – more confident.
- ✓ Do show enthusiasm for the job and company that the interviewer is discussing with you.
- ✓ Do sell yourself at appropriate moments.
- ✓ Focus on your achievements. Avoid providing negative information about yourself.
- ✓ Remember to ask the intelligent questions that you spent time preparing. This is your opportunity to evaluate the job, your interviewer and the company.
- ✓ Close the interview by expressing interest in the job. It's okay to ask about the follow up steps in the process.
- ✓ On your way out of the building, be polite to – and thank – all of the administrative people who helped you on your way into the interview.