



Dos and Don'ts of an Interview

Dos

- Talk about innovative steps and solutions you took to accomplish tasks.
- Talk about how your experience has helped you grow
- Express yourself and your views clearly
- Be concise
- Have a clear idea about your future goals
- Listen to the interviewer
- Switch your phone to 'silent'
- Take notes (in a phone interview)
- Be honest
- Be confident
- Use hand gestures
- Dress appropriately
- Use professional language
- Make eye contact
- Be humble

Don'ts

- Talk about things already on your CV
- Talk about the negatives of your work experience
- Answer questions with a simple "yes" or "no"
- Ramble on
- Use crude language
- Talk over them or cut them off
- Answer a call during the interview
- Phrase your answer like questions
- Lie, it will be caught
- Sit there like a statue
- Fidget or twitch
- Dress too casually or look untidy
- Chew gum
- Hold anything in your hands
- Don't wear too much perfume or aftershave