



## Professional Ethics and Code of Conduct of an Interview

### 1. Do your research

Researching the company before the interview and learning as much as possible about its services, products, customers and competition will give you an edge in understanding and addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of excelling in the interview. You should also find out about the company's culture to gain insight into your potential happiness on the job.

### 2. Look sharp

Select what to wear to the interview. Depending on the industry and position, get out your best interview clothes and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your outfit. Above all, dress for confidence. If you feel good, others will respond to you accordingly.

### 3. Be prepared

Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

### 4. Be on time

Never arrive late to an interview. Allow extra time to arrive early in the vicinity, allowing for factors like traffic, security clearance etc. Enter the building 10 to 15 minutes before the interview so that you can be acquainted with the environment and relax.

### 5. Show enthusiasm

A firm handshake and plenty of eye contact demonstrate confidence. Speak distinctly in a confident voice, even though you may feel shaky.

## 6. Listen

One of the most neglected interview skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

## 7. Answer the question asked

Candidates often don't think about whether they are actually answering the questions their interviewers ask. Make sure you understand what is being asked, and get further clarification if you are unsure. Answer the questions with relevant example so that they can have clarity about your opinion and experiences.

## 8. Give specific examples

One specific example of your background is worth 50 vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past behavior can indicate your future performance.

## 9. Don't talk too much

Telling the interviewer more than he needs to know could be a fatal mistake. When you have not prepared ahead of time, you may ramble when answering interview questions. Prepare for the interview by reading through the job posting, matching your skills with the position's requirements and relating only that information.

## 10. Ask questions

Many interviewees don't ask questions and miss the opportunity to find out valuable information. The questions you ask indicate your interest in the company or job.

## 11. Expressing gratitude

Don't underestimate the importance of saying "thank you." As soon as your interview concludes, you should thank your interviewers for their time, and for the opportunity to learn more about the position.

## 12. Follow up

Whether it's through email or regular mail, the interview follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job and company. Do not miss this last chance to market yourself.