

The Interview Process

Do's

- ✓ Be prepared (bring a pen, resume, cover letter)
- ✓ Dress appropriately and be well groomed
- ✓ Be 10-15 minutes early
- ✓ Turn cell phone OFF
- ✓ Introduce yourself
- ✓ Stand up straight
- ✓ Be confident, speak clearly
- ✓ Shake hands firmly and make eye contact
- ✓ Show enthusiasm
- ✓ Maintain eye contact with your interviewer
- ✓ React to what the interviewer tells you- nod and smile!
- ✓ Listen carefully to the questions asked and answer the question
- ✓ Give specific examples in your answers
- ✓ Be positive!
- ✓ Let your personality show (sense of humor, outgoing, etc.)
- ✓ Take extra copies of your resume and cover letter
- ✓ Ask questions (bring 5 with you)
- ✓ Follow up within 1 week

Don'ts

- X Do not sit until you are asked to
- X Do not chew gum
- X Don't wear lots of makeup/jewelry/perfume
- X Don't be late
- X Do not swear
- X Don't take a family member or friend with you
- X Don't criticize former employees
- X Don't joke around or get off topic, don't be too silly or use inappropriate language
- X Don't ramble- always be concise
- X Don't act too shy or too aggressive
- X Don't be afraid to ask questions
- X Don't be late- call the employer and explain the situation if you will be late

