

## Interview Do's & Don'ts

Here are the keys to successful job interviewing. Job-seekers who follow these simple rules and guidelines should achieve success in the important phase of job hunting.

- Do take a practice run to the location where you are having the interview, or otherwise be sure you know exactly where it is and how long it takes to get there.
- Do prepare and practice for the interview, but don't memorize or over-rehearse your answers.
- Do dress the part for the job, the company and industry. And do err on the side of conservatism.
- Do plan to arrive about 10 minutes early. Late arrival for a job interview is never excusable. If you are running late, do phone the company.
- Do greet the receptionist or assistant with courtesy and respect. This is where you make your first impression with the employer.
- If presented with a job application, do fill it out neatly, completely, and accurately.
- Do bring extra resumes to the interview.
- Don't rely on your application or resume to do the selling for you. No matter how qualified you are for the position, you will need to sell yourself to the interviewer.
- Do shake hands firmly. Don't have a limp or clammy handshake.
- Do wait until you are offered a chair before sitting. And do remember body language and posture: sit upright and look alert and interested at all times. Don't fidget or slouch.
- Don't tell jokes during your interview.
- Do make good eye contact with your interviewer(s).
- Do show enthusiasm in the position and the company.
- Don't smoke beforehand so that you smell like smoke. Do brush your teeth, use mouthwash or have a breath mint before the interview.
- Do avoid using poor language, slang, and pause words (such as "like", "uh," and "um").
- Don't be soft-spoken. A forceful voice projects confidence.
- Do have a high confidence and energy level, but don't be overly aggressive.
- Don't say anything negative about former colleagues, supervisors, or employers.

Document provide by:

**Illinois Valley Society for Human Resource Management**

We are an affiliate of the Society for Human Resources Management. We are a local starting point for networking, information, professional development and continued support of excellence in Human Resources.



## Interview Do's & Don'ts—Page 2

- Do make sure that your good points come across to the interviewer in a factual, sincere manner.
- Don't ever lie. Answer questions truthfully, frankly and succinctly. And don't over answer questions.
- Do stress your achievements. And don't offer any negative information about yourself. Don't answer questions with a simple "yes" or "no". Explain whenever possible. Describe things about yourself that showcase your talents, skills, and determination. Give detailed examples.
- Don't bring up or discuss personal issues or family problems.
- Do remember that the interview is also an important time for you to evaluate the interviewer and the company he/she represents.
- Don't respond to an unexpected question with an extended pause or by saying something like, "boy, that's a good question." And do repeat the question aloud or ask for the question to be repeated to give you a little more time to think about an answer. Also, a short pause before responding is okay.
- Do always conduct your self as if you are determined to get the job you are discussing.
- Don't answer cell-phone calls during an interview, and do turn off (or set to silent ring) your cell phone.
- Do show what you can do for the company rather than what the company can do for you.
- Don't inquire about salary, vacations, or other benefits until after you've received an offer.
- Do ask intelligent questions about the job, company, or industry. Don't ever not ask any questions --it shows a lack of interest.
- Do close the interview by telling the interviewer(s) that you want the job and asking about the next step in the process.
- Do try to get a business card from each person you interviewed —or at least the correct spelling of their first and last names. And don't make assumptions about simple names (was it Jon or John?) get the spelling. It is appropriate to ask the receptionist or assistant for this information on your way out.
- Do immediately take down notes after the interview concludes so you don't forget crucial details.
- Do write thank you letters within 24 hours to each person who interviewed you. It is appropriate to send thank you's via e-mail.

Source: Adapted from article by **Randall S. Hansen, Ph.D.**

For more Information visit us at [www.ivshrm.shrm.org](http://www.ivshrm.shrm.org).

