

INTERVIEW "DOs" and "DON'Ts"

1. **Do** plan to arrive a few minutes early (10 minutes). Late arrival for a job interview is never excusable. Your interview will commence as soon as you drive in the parking lot. The receptionist/administrative personnel will monitor your behavior as well and in some cases will report their interactions with you to HR or the hiring official.
Do check the *employer's website* again the night before your interview to ensure you have a clear understanding of their products and services as well as their white papers and any new press releases.
2. **Do** bring several copies of your resume accompanied with a portfolio.
3. **Do** fill it out the employer's internal application neatly and completely. Don't rely on your application or resume to do the selling for you. Interviewers will want you to speak for yourself.
4. **Do** greet each interviewer by last name if you are sure of the pronunciation. If not, ask the employer to repeat it. Give the appearance of energy as you walk. Smile! Shake hands firmly. Be genuinely glad to meet the interviewer.
5. **Do** wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Be a good listener as well as a good communicator.
6. **Do** look a prospective employer in the eye while speaking.
7. **Do** follow the interviewer's leads, but try to get the interviewer to describe the position and the duties to you early in the interview so that you can apply your background, skills and accomplishments to the position.
8. **Do** make sure that your good points come across to the interviewer in a factual, sincere manner. Stress achievements. For example: sales records, processes developed, savings achieved, systems installed, etc.
9. **Do** always conduct yourself as if you are determined to get the job you are discussing. Never close the door on an opportunity.
10. **Do** show enthusiasm. If you are interested in the opportunity, enthusiastic feedback can enhance your chances of being further considered. If you are not interested, your responsiveness will still demonstrate your professionalism.
11. **Do** wear a well-tailored suit (navy or grey for men; navy, grey, beige or black for women as well as stockings/hosiery that is sheer and in neutral colors complementing your suit and skin tone) with a plain light-colored long-sleeved shirt or blouse (white, cream, or light-blue are generally considered appropriate business attire choices as they tend to light up your face).
12. **Do** pay close attention to personal hygiene. Hair should be neatly cut and styled. Make sure that you use a good deodorant and NO strong cologne, aftershave, or perfume. Make sure that nails are well manicured and that hands are well moisturized and not flaking, peeling, or callused. For women, try not to have long, brightly-colored nails, stick to neutral shades and medium length nails.

VERY IMPORTANT:

Do close the interview by telling the interviewer(s) that you want the job and asking about the next step in the process.

Do write thank you letters the same day or by the next business day to each person who interviewed you.

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Don'ts

13. **Don't** allow your cell phone to sound during the interview (turn your cell phone in the off position until your interview is done).
14. **Don't** chew gum or smell like smoke.
15. **Don't** go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
16. **Don't** wear flashy shoes. Choose closed-toe pumps. Regardless of what is in style, avoid extremes; no stilettos or chunky platforms. Make certain you can walk comfortably in your shoes; hobbling in uncomfortable shoes does not convey a professional appearance.
17. **Don't** get casual with the interviewer(s).
18. **Don't** ever not ask any questions -- it shows a lack of interest.
19. **Don't** answer with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself which relate to the situation.
20. **Don't** wear excessive or flashy jewelry - it tends to give people the wrong impression. For men, don't wear anything more than a simple watch, cuff links, and wedding band. If you have an earring/nosering/browring, leave it at home unless you are auditioning for a rock band. For women, simple earrings (preferably pearl), a wedding band/engagement ring, simple pin, necklace, or bracelet, and basic watch are appropriate business attire. Don't wear hooped or dangling earrings, multiple rings or bracelets, loudly patterned scarves etc. that distract from your outfit. As in the case for men, if you do have a nose ring, this is a good time to leave it at home.
21. **Don't** wear political or religious emblems, pins, buttons, etc. Your potential employer might not share your particular affiliations and you may be immediately eliminated from the candidate pool before you can even make the case about your suitability for the job.
22. **Don't** write "See Resume" in the employment history section.
23. **Don't lie.** Answer questions truthfully, frankly and succinctly.
24. **Don't** ever badmouth your current or previous boss, employer, or associates.
25. **Don't** ever express intolerance or prejudices - leave it at home.
26. **Do not** discuss personal problems or financial needs - leave them at home, too.
27. **Don't** ask about salary information during the first interview unless the employer brings it up.

INTERVIEW
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- - CONTINUE - -

Salary Response Choices:

1. When you decide to list pay rates make sure they're accurate. Once you sign that employment application you've stated that everything on it is true and correct.

Know too that when you list your current or previous salary it will very often be used to temper any offer that's made to you.

2. When you decide to not provide your salary info:

When not listing your pay the strategy is to write 'confidential' or "negotiable" in the salary blank. Whether or not Human Resources accept that answer will depend upon the company and the job.

3. You may want to include a statement about your salary expectations to soften your refusal to provide a compensation history. If so, try something like...,"I'm looking for a salary that is in line with market rates." Or "My salary requirements are negotiable depending upon the work to be done and the total compensation package."

4. If the employer requires a verbal dollar amount and your salary is \$65,000.00 and what you're looking for is a minimum of \$60,000.00 annually, quote a range in the "mid to high \$60s". Say something like, "My salary requirements are in the mid to high \$60s and are flexible depending upon the entire compensation package."

- - **CONTACT THE RECRUITER CONSULTANT IMMEDIATELY AFTER YOUR INTERVIEW** - -