

Do's and Don'ts in a Successful Interview

Do's

- Know about the company products/services
- Be prompt and courteous
- Be presentable and neatly groomed
- Shake hands firmly
- Act natural
- Maintain good eye contact
- Allow employer to express himself/herself
- Ask relevant questions
- Listen to the other person
- Emphasize what you can do for the firm
- Expect questions from the interviewer
- Speak clearly
- Thank the interviewer upon departure

Don'ts

- Smoke unless invited to do so
- Criticize yourself
- Discuss your personal difficulties
- Present an extreme appearance
- Be late for your interview
- Complain about a previous employer
- Misrepresent yourself
- Tell how badly you need a job.
- Digress or draw out the interview
- Unduly emphasize starting salary
- Linger over fringe benefits
- Try to be funny
- Linger after the interview is over