

## INTERVIEWING DO'S & DON'TS

### DO

1. Research the company and the person you're interviewing with.
2. Have 3 – 5 questions prepared to ask the interviewer.
3. Have paper and a pen for taking notes.
4. Practice answering questions several times before the interview.
5. Prepare your professional dress well in advance.
6. Research the salary for your specific position and be able to communicate it confidently.
7. Have your updated resume prepared to give the interviewer(s).
8. Have your resume and other documents in a folder or portfolio for onsite interviews.
9. Arrive 15 minutes early for onsite interviews and 5 minutes early for virtual interviews.
10. Turn your cell phone ringer off.
11. Be nice to everyone you meet. Smile and be enthusiastic!!
12. Match the style of the interviewer and let him/her be in control.
13. Make eye contact when speaking to show confidence.
14. Have your 1 – 2 minute commercial (elevator speech) prepared.
15. Be able to talk about everything on your resume.
16. Use the SOAR/STAR method when answering questions.
  - ❖ Situation, Obstacle, Action, Results
  - ❖ Situation, Task, Action, Results
17. Be prepared for a variety of questions – traditional, behavioral, critical thinking, stress, and illegal.
18. Treat virtual interviews the same as onsite interviews.
19. If the interviewer doesn't mention it, ask what the next step is.
20. Send a thank you letter/email to the interviewer within 24 hours.

### DON'T

1. Have background noise during virtual interviews.
2. Have gum or candy in your mouth.
3. Don't be on your phone while waiting for the interview to begin. Use this time to observe the atmosphere.
4. Underestimate or speak rudely to the receptionist.
5. Wear too much perfume/cologne or distracting jewelry.
6. Shake hands too firmly or too weakly.
7. Distract the interviewer with your body language.
8. Be too overbearing or cocky.
9. Sound rehearsed.
10. Order messy foods or alcohol during lunch interviews.
11. Overexaggerate your knowledge or experience.
12. Say you have no weaknesses – talk about how you plan to fix them.
13. Say everything negative about previous jobs or managers.
14. Don't end any questions on a negative note – remain positive and talk about what you learned from negative situations.
15. Rush to answer difficult questions. Gather your thoughts and then give a response.
16. Use conversation fillers – um, ya know, yeah, right, etc. Pause before speaking to avoid this.
17. Give up if you make a mistake – remain calm.
18. Bring up salary or benefits before the interviewer does.
19. Complain about anything during the interview process.
20. Forget to sell yourself throughout the entire process.