

Interview Dos & Don'ts

INTERVIEW DO'S

Preparing for an interview:

- Prepare and be confident
- Confirm date, time and location of interview
- Be on time
- Who are you interviewing with?
- Dress professionally
- Bring business references - business supervisors and professors (ask permission first)
 - Provide your reference with a current copy of your resume
- It is okay to bring peer or colleague references (ask permission first)
- Keep in mind that first impressions count
- Bring a contact phone number just in case you get held up prior to the interview
- Review the company website – know the service and/or product
- Be confident – it is okay to be nervous (practice makes close to perfect)

Make an impression:

- Smile
- Firm handshake
- Eye contact
- Sit up straight in chair

Know what you offer:

- Describe your skills and attributes
- Match your skills to the job opening
- Emphasize how quickly you can learn
- Sell yourself confidently
- Emphasize what you can bring to the position and company

Listening:

- Listen with eye contact
- Be aware of your nonverbal communication
- Listen to the interviewer until he/she is done speaking
- Do not interrupt

Achievements:

- Be prepared to speak about your achievements
 - How have you addressed issues/problems?
 - How have you solved problems?
 - How have you learned and improved from difficult situations?

The "Last" position:

- Explain why you left
- Stay with the facts of the situation
- Describe how you will handle things differently now

INTERVIEW DON'TS

- ⌚ Not preparing for the interview
- ⌚ Showing up late or too early
- ⌚ Poor handshake
- ⌚ Treating the receptionist rudely
- ⌚ Talking too much
- ⌚ Talking negatively about current or past employers/employees
- ⌚ Not enough eye contact

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