

INTERVIEW DO'S AND DON'TS

DO'S

ESSENTIAL JOB INTERVIEW TIPS EVERY WOMAN SHOULD KNOW

DON'TS

1

DO YOUR HOMEWORK

Company knowledge shows a potential employer that you are interested in working for them.

2

BE HONEST

Being caught lying about something destroys even the best first impression.

3

BE CONFIDENT

Present yourself in a confident manner to be the best interviewee possible.

4

BE ON TIME

Arriving on time tells the hiring manager you're serious about your work.

5

BRING COPIES OF ANY RELEVANT PAPERS

You'll look more prepared and professional.

6

DRESS PROPERLY

Try to know where you are going to interview beforehand and dress accordingly.

1

DON'T DRESS CASUALLY

Casual dress suggests a casual attitude about the job. Don't let your clothes be a distraction.

2

DON'T SHOW NEGATIVITY

Do not lean back, or display disinterest through your body language.

3

DON'T BE LATE

Arriving late can create the impression that you might be an irresponsible employee.

4

DON'T FORGET TO GIVE A FIRM HANDSHAKE

A firm handshake shows the interviewer that you are confident, enthusiastic and positive.

5

DON'T ASK ABOUT SALARY UP FRONT

If you plan to take the job no matter what, wait until they bring up salary.

6

DON'T ARGUE WITH OR CORRECT THE INTERVIEWER

Behave in a tactical way while answering stress questions. It can be a test of how you will retain your composure under fire.

