

## Interview Tips DO's and DON'Ts



### DO's

- Arrive ten minutes early
- Dress professionally; wear business attire
- Bring extra copies of your résumé
- Smile and greet with firm handshake
- Research the company background
- Be enthusiastic, courteous and professional at all times
- Speak loudly and clearly
- Let the interviewer lead the interview
- Explain your past achievements and how they relate to the position
- Send a thank you letter with in 24 hours

### DON'Ts

- Bring a friend or child
- Bring your cell phone into the interview
- Slouch, eat, smoke or chew gum
- Use profanity or slang
- Wear flashy jewelry or facial piercing
- Answer with a simple yes or no (always explain)
- Bad-mouth a former employer or past co-workers
- Ask about salary/benefits unless the interviewer brings it up
- Apologize for a lack of experience or lack of training