

Interview Do's and Don'ts

Interview Do's

Presentation

Look your smartest and show your most professional side during the interview. A Company is more likely to hire someone who is well presented and who will therefore best represent their company.

Punctuality

Arrive on time.

Obtain clear directions for the location of the interview and plan your journey, allowing plenty of time to arrive. If you are unavoidably delayed, notify the company immediately giving the reason and your estimated time of arrival.

During the interview

Introduce yourself in a courteous manner.

Express yourself clearly.

Show tact, manners, courtesy, and maturity at every opportunity.

Be confident and maintain poise. The ability to handle your nerves during the interview will come across as confidence in your ability to handle the job.

Be prepared to show how your experience would benefit the company.

Ask questions concerning the company or products and the position for which you are being interviewed. An interviewer will be impressed by an eager and inquisitive mind. You will also be able to show effectively that you can contribute to the company or industry if you show an interest in its products and/or services.

Take time to think and construct your answers to questions before rushing into a vague and senseless reply.

Demonstrate that you are sufficiently motivated to get the job done well and that you will fit in with the company's organisational structure and the team in which you will work.

Show willingness to start at the bottom and work up.

Anticipate questions you will be asked and have answers prepared in advance. Uncertainty and disorganisation show the interviewer that you are unprepared and unclear what your goals are.

Be assertive without being aggressive.

Thank the interviewer.

Interview Don'ts

Be late for the interview. Tardiness is a sign of irresponsibility and the employer could take it as what to expect in the future.

Arrive unprepared for the interview.

Say unfavourable things about previous employers.

Make excuses for failings.

Give indefinite responses to questions.

Show lack of planning for career - no goals or purpose could convey the impression you're merely shopping around or only want the job for a short time.

Show too much concern about rapid advancement.

Over emphasise money. Your interviewing goal is to sell yourself to the interviewer and to get an offer of employment. Salary discussion is secondary.

Refuse to travel and/or relocate. Always be open for discussion concerning travel and relocation. The employer may be talking about future plans, not present.

Show any reservations you may have about the role/company. You can always turn down second interviews and job offers after you have had time to appraise your concerns in the cold light of day.

Demonstrate low moral standards.

Express strong prejudices or any personal intolerance.

Leave your mobile phone on during the interview.

Body Language Do's

Ensure a firm handshake. A firm handshake shows confidence in yourself and your abilities.

Walk slowly, deliberately, and tall upon entering the room.

Maintain a high level of eye contact throughout.

Remember not to be seen to be staring. Look away occasionally, looking confidently and calmly to the right or left; never look down.

Listen.

Be alert and enthusiastic - it's often a deciding factor in employing candidates. An indifferent attitude is instantly recognised as "I don't care if I get this job."

Smile, nod, and give non-verbal feedback to the interviewer.

Do not hurry any movement.

Relax with every breath.

Body Language Don'ts



Have a poor/limp handshake.

Display laziness.

Be aggressive or act in a superior, conceited or overbearing way.

Have a poor voice, diction or grammar.

Look distracted, look down or avoid eye contact.

Talk too much. Answer questions as asked, without being abrupt; expound only to the point that the interviewer has a clear understanding of what you mean.

Lose concentration or attention.