

Interview Do's and Don'ts

Do

- Research the company and position before the interview
- Plan your route the day before and arrive 10 minutes early
- Dress appropriately in smart business attire.
- Make sure you turn your mobile phone off.
- Be polite and courteous to everyone you meet.
- If presented with an application form, fill it out neatly and completely.
- Create a positive first impression by smiling, making eye contact and shaking the interviewer's hand firmly.
- Wait until you are offered a chair before sitting.
- Sit upright, look interested and be a good listener.
- Prepare questions to ask the interviewer.
- Thank the interviewer for their time.

Don't

- Don't smoke prior to the interview.
- Don't chew gum.
- Don't lie. Answer questions truthfully.
- Don't make negative remarks about current or previous employers.
- Don't give vague answers, try and clarify the question if you are unsure.
- Don't wear heavy perfume or aftershave.

