



OFFICE OF
CAREER SERVICES

Interview Dos and Don'ts

Dos	Don'ts
<input checked="" type="checkbox"/> Be positive – A successful interview is within your power	<input checked="" type="checkbox"/> Show up unprepared
<input checked="" type="checkbox"/> Be Prepared – so practice using potential interview questions	<input checked="" type="checkbox"/> Be unfamiliar with your resume or the company/organization
<input checked="" type="checkbox"/> Do your research – know as much as you can about the company or organization, their services, goods and/or culture	<input checked="" type="checkbox"/> Be late
<input checked="" type="checkbox"/> Be rested, well-groomed and arrive on time – a few minutes early	<input checked="" type="checkbox"/> Fail to impress with your appearance first – Dress appropriately
<input checked="" type="checkbox"/> Leave your cell phone in the car	<input checked="" type="checkbox"/> Bring anything in with you that may be a distraction
<input checked="" type="checkbox"/> Focus on the company's needs and how you can help to meet them	<input checked="" type="checkbox"/> Talk too much or lie
<input checked="" type="checkbox"/> Be polite and respectful	<input checked="" type="checkbox"/> Be overbearing, overaggressive, conceited or a "know-it-all"
<input checked="" type="checkbox"/> Listen	<input checked="" type="checkbox"/> Overlook body language
<input checked="" type="checkbox"/> Communicate effectively - Stay brief, relevant and concise in your answers	<input checked="" type="checkbox"/> Speak negatively of yourself or others
<input checked="" type="checkbox"/> Always have at least five to ten prepared questions on hand to ask the interviewer	<input checked="" type="checkbox"/> Sabotage yourself online – Remember to clean up your social networking sites, delete pictures or language that may come back to haunt you
<input checked="" type="checkbox"/> Be gracious – Say and send a Thank You note	<input checked="" type="checkbox"/> Forget to ask questions

Remember, ultimately, you are responsible for your own career success!