

# INTERVIEW TIPS



Don't worry about being a little nervous during the interview; being nervous is normal and expected. Here are a few tips of things to do and not to do to help you along.

## DO



- Go alone
- Be neat and well groomed
- Arrive early (5-10 minutes)
- Turn off your cell phone
- Greet each person you see with respect and professionalism
- Make eye contact and smile
- Shake hands firmly (to match the grip of the interviewer)
- Listen
- Demonstrate a positive attitude
- Speak clearly
- Respond with brief and HONEST answers
- Ask questions at the end of the interview
- Thank the interviewer for the opportunity to be interviewed
- Ask for permission to follow-up

## DON'T



- Arrive late
- Give long answers
- Complain about past or present jobs or employers
- Exaggerate your qualifications
- Discuss personal problems
- Linger after the interview