

# Cañada College Career Center



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## Interviewing “Dos” and “Don’ts”

- **DO** dress neatly and in good business taste. The interviewer should be thinking about what you say, not what you’re wearing.
  - **DO** plan to arrive a few minutes early. Late arrival for an interview is never excusable.
  - **DO** greet the interviewer by last name if you are sure of the pronunciation. If not, ask him or her to repeat it. Give the appearance of energy as you walk. Smile! Shake hands firmly. Act as if you are genuinely glad to meet the interviewer.
  - **DO** wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Be a good listener as well as a good talker. Relax.
  - **DO** speak firmly, clearly, and loudly enough to be easily understood.
  - **DO** make visual contact with the interviewer(s) while speaking.
  - **DO** follow the interviewer’s leads, but try to get the interviewer to describe the position and the duties to you early in the interview. That way, you can apply your background, skills, and accomplishments to the position.
  - **DO** make sure that your good points come across to the interviewer in a factual, sincere manner. Stress achievements. Help the interviewer realize your benefit to the organization.
  - **DO** conduct yourself as if you are determined to get the job you are discussing. Never close the door on an opportunity. Leave no doubt about your enthusiasm and desire for the position.
  - **DO** attempt to structure all your comments in a **POSITIVE** format.
  - **DO** have a list of questions that you want to ask the interviewer.
  - **DO** provide feedback to the employer soon after the interview. Decisiveness is critical in the interview process. If you are interested in the opportunity, enthusiastic feedback can enhance your chances of being further considered.
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- **DON’T** answer with a simple “yes” or “no.” Give examples whenever possible. Describe attributes and experience that relate to the position.
  - **DON’T** smoke or drink alcohol even if the interviewer does and offers you a cigarette/drink. Do not chew gum.
  - **DON’T** falsify or exaggerate. Answer questions truthfully, frankly, and to the point.
  - **DON’T** make any derogatory remarks about your present or former employers, management, or co-workers.
  - **DON’T** ramble. It is best to answer the questions honestly and fully, without going off on tangents.
  - **DON’T** offer judgmental opinions unless your opinion is specifically requested.
  - **DON’T** talk about salary/benefits unless the interviewer does, but do be prepared to discuss if the interviewer introduces the topic.