

DO's AND DON'Ts FOR INTERVIEWS

Here are a few very important “Do's and Don'ts” to remember when on an interview:

DO's

- Introduce yourself clearly and give a firm “western” handshake.
- Be punctual – always be 5-10 minutes early for the interview.
- Dress professionally, neatly and cleanly.
- Address the interviewer with respect (e.g. Mr Smith) unless asked to call them by first name.
- Listen to the questions carefully before answering.
- Be prepared to answer basic questions like what are your strengths and weaknesses.
- Always have good posture, body language, and good eye contact
- Have a positive attitude. Show confidence, maintain poise and SMILE.
- Be clear, calm and assertive.
- Market yourself, show your worth, and show how your experience would benefit the company.

DON'Ts

- Do not bad-mouth previous employers.
- Do not arrive unprepared for the interview
- Do not make excuses for failings.
- Do not give vague responses to questions.
- Do not express strong prejudices or any personal intolerance.
- Do not show any reservation about the company or position. You can always refuse a second interview after consideration.
- Do not overemphasize money. Salary discussion is secondary. Your goal is to sell yourself.
- Do not leave your cell phone on during the interview.
- Do not chew gum.
- Do not talk incessantly – rather allow the interviewer to lead the conversation. But, at the same time, do not be shy of telling them about yourself.