

## Interview Etiquette Do's & Don'ts

### DO:

- Know your resume and yourself. If you don't, none of these other rules will help!
- Listen carefully to each question and assume it is purposeful, no matter how innocuous it sounds. If a question seems ambiguous, ask for clarification
- Give concise answers to specific questions
- Take a few seconds to organize your thoughts before answering a question
- Prepare for negative questions. If you know that some aspect of your academic or professional history (i.e. poor grades, gaps on your work history) will likely be questioned, prepare a short answer that puts things in the best light. Do not dwell on negatives in an attempt to explain them
- Present yourself in an honest, forthright manner
- Try to get some idea of what the interviewer perceives as the necessary qualifications for the position early in the interview. Pay attention to the language used to describe these and utilize that language in presenting your background
- Make sure the interviewer knows that you are committed to moving to the area where the job is located. This is especially true if you don't have a reason to move to that area, i.e. you have no family or ties to the area
- Make sure you show a commitment to the employer you are interviewing with, i.e. make sure the employer knows that you want to work for them

### DON'T:

- Arrive late
- Show up unprepared
- Fail to show enthusiasm
- Use negative body language
- Forget to talk about your strong points
- Mistake arrogance for self-confidence
- Mention more negatives than positives
- Assume you can or cannot get a job
- Take honesty to the point of foolhardiness
- Be defensive or apologetic
- Be intimidated by power
- Be overwhelmed by what you consider to be your Achilles' heel
- Let your guard down around young associates
- Talk down to administrative assistants such as secretaries or receptionists
- Express regret about your life and the choices made
- Express ambivalence about the job for which you are interviewing
- Be vague or not respond to the question
- Be afraid to exude confidence about yourself and your accomplishments