

Interview Techniques

Do's and Don'ts

What to do when you get that call

- Show your enthusiasm on the phone. First impressions are important.
- Confirm the appointment, address, date, and time.
- Take down the recruiter's number in case you have additional questions or you get lost.

Before the Interview

- Make a list of your major work related accomplishments and any challenges you may have faced on the job.
- Review your current job duties and be prepared to summarize your responsibilities.
- Have your friends or family practice asking you sample interview questions.
- Do your homework. Make sure you research the company and are familiar with the job duties of the position for which you are applying.

Day of the Interview

- Arrive early. The interviewee will remember that you arrived late and may conclude that you are not a punctual person.
- Wear professional attire. You want to make a good first impression. Both women and men should wear suits.
- Make sure to smile and greet the interview panel.
- Do not chew gum. Turn off your cell phone.
- Answer each question with energy and enthusiasm. Try to elaborate on your answers instead of giving one word answers.
- Be honest and truthful with your answers. If you do not know how to answer a question directly, try to think of the closest scenario you have been in that pertains to the question. The interviewee would rather hear you attempt to relate your experiences to the question than no answer at all.
- If you are unsure of the question, ask for it to be repeated.
- Eye contact is critical. You want to make a connection with the interviewer and/or panel.