

Interview Do's and Don'ts

The job market and recruiting practices have evolved drastically over the years. However, the basic principles of interviewing have not changed. We have compiled the following list of the Top 5 Do's and Don'ts for interviewing based on some great (and some not-so-great) interviews:

Top 5 Interview Do's



Be On Time

In some people's opinion, it's just as disruptive for someone to be overly early as it is for him or her to be late. If you are more than 10 minutes early for an interview, find a coffee shop nearby to kill some time. If you are going to be even a minute late, the best thing to do is to phone the person you are scheduled to interview with.



Look the Part

Make sure you take the time to look polished. Always wear business attire unless notified otherwise. Wear clean clothing, polished shoes, pressed shirt, etc. You'll feel more confident the better you look.

Be Enthusiastic and Positive



Always try to mirror the demeanor of the person interviewing you and display enthusiasm for the opportunity. Stay positive throughout the interview; do not speak negatively about previous employers or job experiences.

Listen



Maintaining eye contact shows confidence. Eye contact and expressions demonstrate interest in what the interviewer is saying. Always wait until the speaker has finished; never interrupt.

Sell Yourself



Being prepared will help you sell yourself. Tell the interviewer what you can offer specifically and emphasise what you will bring to the company. Research the company to understand what they do and how you can contribute.

Top 5 Interview Don'ts

Don't Talk Too Much



Answer questions directly and come prepared with clear, well thought out answers about your experience. Ask questions if you need clarification

Not Muting Your Mobile Phone



You don't want interruptions or distractions during the interview. If your phone does ring, don't answer it! Politely apologise for the interruption and turn the phone off.

Don't Have a Poor Handshake



Handshakes matter a lot and are one of your first impressions. Your handshake should be firm, and you should look the person in the eye during the introduction/handshake. A limp handshake can seem weak or disinterested. The arm pump handshake can seem aggressive.

Don't Ask About Salary/Benefits



In the first interview, you should not talk about time off, salary, or benefits.

If you've made it all the way through the recruiting process, a great interview can close the deal on a new and exciting job opportunity!!