



DURING THE INTERVIEW

Do have a positive attitude - Life is Good!!

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 communicator.

Do be confident. You are the kind of employee this employer needs.

Do represent yourself honestly.

Do maintain direct eye contact.

Do use examples to back up your answers.

Do ask questions about the position, training, company and interviewer.

Don't ask questions about salary, bonuses, vacation or anything else the company can do for you. These questions come later, when they bring it up or you are about to be made an offer.

Don't get too comfortable – Remain professional and on guard.

Don't use slang words or curse words.

Don't ever say anything negative – be careful when talking about past and present employer.

Don't smoke, even if the interviewer does and offers you a cigarette. Do not chew gum.

Don't lie. Answer questions truthfully, frankly and succinctly.