



How to Handle Job Interviews

Job interviews can be very intimidating. But with the right preparation, you can easily impress employers and nail the job you really want. Follow these do's and don'ts and your job interview will be a piece of cake.

Do:

- ✓ Shake their hand and smile.
- ✓ Repeat their name (this makes you sound interested in them).
- ✓ Be prepared with a list of questions.
- ✓ Be honest.
- ✓ Explain your answers fully – don't use one word answers.
- ✓ Make eye contact and look at the interviewer when you respond.
- ✓ Make yourself memorable by building a connection with the interviewer.
- ✓ Bring an extra couple copies of your resume and job application.
- ✓ Sit up straight and either place both feet flat on the floor or (if you're a woman), cross your legs at the ankles only.
- ✓ Check yourself in a mirror beforehand to make sure there's no embarrassing food in your teeth.
- ✓ Dress conservatively – nothing too provocative. Cover any tattoos or extra piercings if possible.

Don't:

- ⊘ Fidget nervously.
- ⊘ Look at the clock. This signals that you would rather be somewhere else.
- ⊘ Under-dress. You want to be dressed at least one step nicer than you would if you got the job and worked there.
- ⊘ Let the interviewer monopolize the conversation. You should be talking at least half of the time.
- ⊘ Be late to the interview.
- ⊘ Sell yourself short – now is the time to tell all of the great things about yourself.
- ⊘ Forget to ask questions about the job and the employer.