



INTERVIEW DOs & DON'Ts

Do have a good sleep

So you're alert and raring to go on the day.



Don't cross your arms

This may make you seem guarded.



Don't play with your hair

This suggests nervousness and maybe even immaturity.



Do sit up straight

Sit confidently, no one likes bad posture!



Do make eye contact

This will suggest openness and trustworthiness.



Don't be too intense

Eye contact is good, but not when it's held for too long!



Don't be unprepared

A lack of research will suggest you're not really interested.



Do ask questions

Being inquisitive shows you're interested in the role.



Do sell yourself

This is your chance to shine; make it count.



Don't ask about money

Until you get an offer, don't even mention the word salary.



Don't underdress

There's a time and a place for casual!



Do follow up

Send a short thank you email reiterating your interest in the role.



Do relax

Easier said than done, but will help you talk coherently!



Don't tell lies

You want to be hired for your real skills, not made-up ones!



Source: <http://www.topuniversities.com/student-info/careers-advice/interview-dos-donts>

To read the full article and for more careers advice, go to [TopUniversities.com](http://www.TopUniversities.com)

The Dos And Don'ts Of Interviews

20 top tips to help you nail your next interview!

DO...

DON'T...

... your research

find out about the company history and ethos

... show up too late

a lack of punctuality makes you look unreliable and unorganised

... dress appropriately

ask HR for the dress code and take it a notch smarter

... dress too casually

even if their dress code is relaxed, you should be smart

... arrive on time

aim to arrive around 15 minutes before your interview slot

... use bad language

it's just totally unprofessional and uncalled for in an interview

... prepare some questions

have at least one question to ask the interviewer at the end

... badmouth your current job

the interviewer doesn't need the gritty details about why you're leaving

... watch your body language

sit up straight, adopt an open posture and maintain good eye contact

... check your phone

put it on silent before the interview and don't answer calls!

... prepare some examples

have some anecdotes and examples that show your skills and strengths

... arrive too early

showing up an hour early shows poor organisation just as much as arriving late

... be polite and courteous

you never know whose opinion will count at the end of the day

... be controversial

we all have opinions on current affairs but they have no place in an interview

... plan your route in advance

work out how you'll get there and how long it will take

... lie about your skills

don't pretend to have skills, you'll get found out eventually

... prepare for the weakness question

there's a 99% chance they'll ask it, so have an answer ready in advance

... hound the interviewer

it sometimes takes a while to see all candidates and make a decision so be patient

... send a thank you note

a handwritten thank you to your interviewers will make you memorable

... bring up salary

if the interviewer doesn't discuss it, avoid asking about it until a job offer is made

Sources:
<https://www.livecareer.com/quintessential/interviewing-dos-donts>
<https://www.thebalance.com/job-interview-dos-and-donts-2061313>
<https://www.popsugar.com/career/Dos-Donts-Job-Interviews-34040192>
<https://www.linkedin.com/pulse/job-interview-all-time-classic-dos-donts-bernard-marr>

