

## **Interview Do's and Don'ts- Offline interview**

### **What a Candidate should Do**

- Dress Appropriately

Dress appropriately for the industry. Your personal grooming and cleanliness should be impeccable.

- Be on time

Know the exact time and location of your interview; know how long it takes to get there, park, find a rest room to freshen up, etc. Arrive early; 10 minutes prior to the interview start time [or earlier if the event or employer instructs you to do so]

- Pay attention to your scent

Women with powerful perfumes and men with intense colognes can destroy interviews. Moderation is recommended.

- Visit the rest room

It is embarrassing to interrupt an interview for a toilet break, and you want to be as comfortable as possible.

- Sleep well the night before

Please do get a good night's sleep before each day that you search for employment. If you yawn in the lobby or smother a yawn during the interview, it will cost you. Be rested and at your alert best.

- Respect everyone you meet

Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.

- Greeting

Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.

- Listen well

Listen to be sure you understand your interviewer's name and the correct pronunciation.

- Addressing the interviewer

Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.

- Eye contact

Maintain good eye contact during the interview. Sit still in your seat; avoid fidgeting and slouching.

- Answering questions

Respond to questions and back up your statements about yourself with specific examples whenever possible. Ask for clarification if you don't understand a question. Be thorough in your responses, while being concise in your wording.

- Be honest and be yourself

Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.

- Treat the interview seriously

Treat the interview as though you are truly interested in the employer and the opportunity presented.

- Exhibit a positive attitude.

The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.

- Ask intelligent questions

Have questions prepared to ask the interviewer. Having done your research about the employer in advance, ask questions which you did not find answered in your research.

- Evaluate

You can evaluate the interviewer and the organization s/he represents. An interview is a two-way street. Conduct yourself cordially and respectfully, while thinking critically about the way you are treated and the values and priorities of the organization.

- Expect Appropriate treatment

If you believe you were treated inappropriately or asked questions that were inappropriate or made you uncomfortable, discuss this with a Career and Professional Development advisor or the director.

- Understand the employer's next step

Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next. Know what action you are expected to take next, if any

- Departing Greeting

When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully.

- Make Notes

After the interview, make notes right away so you don't forget critical details.

- Thank-you letter

Write a thank-you letter to your interviewer promptly.

### **Don'ts of an Offline interview**

- Don't make excuses

Take responsibility for your decisions and your actions.

- Don't make negative comments

Refrain from saying anything negative about your previous employers or professors (or others).

- Don't falsify materials

Do not provide any false certificates or false answers to interview questions.

- Don't treat the interview casually

Don't act as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.

- Don't give the impression you are only interested in salary

Don't ask about salary and benefits issues until the subject is brought up by the employer.

- Don't act desperate

Don't act as though you would take any job or are desperate for employment.

- Don't be unprepared

Practice typical interview questions. You may not be asked all of them in every interview, but being unprepared will not help you.

- Avoid showing a negative attitude

A job search can be hard work and involve frustrations; don't exhibit frustrations or a negative attitude in an interview.

- Do not forget to put your phone on silent

Don't allow your cell phone to sound during the interview. If it does, apologize quickly and ignore it. Don't take a cell phone call. Don't look at a text message.

- Do not take anyone to the venue

Don't take your parents, your pet (an assistance animal is not a pet in this circumstance), spouse, fiancé, friends, or anyone to an interview. If you are not grown up and independent enough to attend an interview alone, you're insufficiently grown up and independent for a job.

- Don't be late.

In fact, plan to be early for any scheduled interview. If you are late or arrive just in the nick of time, the interviewer will start to wonder how prompt you might be after you start to work.

- Do not appear to be lazy

Don't lean on or put your elbows on the interviewer's desk. Sit back in your chair, so the interviewer can see more of you. Sit erect. Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.

- Don't carry gaudy accessories

Even if it is fashionable, carry a bag that is smaller and more manageable. Put it on the floor during the interview. Never place it on the interviewer's desk. Don't wear tinted glasses into an interview and if don't wear your eyeglasses all the time, don't park them on top of your head. Take them off and put them in your purse or pocket.

- Do not appear to be nervous

Don't show your nervousness by drumming your fingers, swing your leg, or cracking your knuckles. Don't have any loose change in your pocket most of us tend to jingle it when we're nervous. (You really shouldn't have your hands in your pockets in the first place.)

- Do not appear to be conscious about your appearance

Do not keep adjusting your clothes or fiddle with your hair.

- Don't make uncalled for comments about the office

Do not compare the recruiter's office with others that you have seen. The recruiter might decide that you have seen the inside of too many employment offices, including his or hers.

- Don't listen to any phone calls

The recruiter may receive a call while you are with him or her. It's hard not to listen, but do your best to tune it out. After such a phone call, don't comment on something he or she said or ask a question about the conversation.

- Do not go overboard with respect

Don't stand if someone else (man or woman) enters the recruiter's office. Keep your chair and don't say anything to the visitor unless you are spoken to first. If the recruiter introduces you to the person who came in, then you may stand.

- Maintain distance

Do not inspect or read documents on the recruiter's desk or touch anything in the room unnecessarily. Don't pick up anything from the recruiter's desk unless you are invited to do so.

- Don't chatter

While the interviewer is reviewing your resume and is not speaking, do not speak anything. Let him or her read it in peace.

- Don't criticize your present or past employer

If it is a bad situation, you can mention it but don't harp on it. Be objective instead of complaining or bad mouthing.

- Don't get angry or even irritated

You can be firm, not angry - if the questioning becomes improper or begins to slip into irrelevant areas.

- Don't look at your watch

During the interview, avoid looking into your watch or phone, this tends to hurry things along. Let the interview set the pace.

- Don't ask wrong questions

Don't ask, "Will I get the job?" or "Can I have the job?" Those questions tend to push the recruiter and he or she will not like that. Rather say, "I hope you can consider me as a candidate for this job" or "I'm really interested in the job."