



## GOLDEN INTERVIEW RULES

- Do / DON'T** take care with your appearance; consider every aspect of your presentation.
- Do / DON'T** shake hands firmly – and introduce yourself.
- Do / DON'T** smoke or drink tea or coffee during the interview
- Do / DON'T** mumble. Open your mouth and speak clearly.
- Do / DON'T** interrupt the interviewer.
- Do / DON'T** be polite and friendly – look the interviewer straight in the eye as soon as you enter the room.
- Do / DON'T** give just 'yes' or 'no' answers -the employer will want to know more than that.
- Do / DON'T** draw attention to your weaknesses.
- Do / DON'T** sell yourself - get your good points across. Be positive.
- Do / DON'T** be confident. The firm is as much in need of your services as you are in need of a job.
- Do / DON'T** inject enthusiasm into your conversation. Act as if you are really glad to be there (even though you would rather be in the movies).
- Do / DON'T** try to entertain your interviewer. A little humour is OK but don't be a clown.
- Do / DON'T** restrict your questions to those on the job. Don't ask about vacations or benefits at the initial interview.
- Do / DON'T** criticise former employers, school instructors or anyone whom you were associated.
- Do / DON'T** keep your answers relevant to the questions.
- Do / DON'T** sit until invited.
- Do / DON'T** lie about yourself – you could face dismissal if you obtain a job under false pretences.
- Do / DON'T** hang around when the interview is over. Simply say something like: "Thank you very much for your time. I hope I will be hearing from you soon." Then leave. For better or worse, it's over.