



# Solte a Língua

Tips for  
your job  
interview

# Appearance







# Do's Interview

- Be on time;
- Check how to get to the company in advance;
- Keep eye contact;
- Be especific (go straight to the point);
- Dress professionally;
- Review the company's material in advance;
- Leave your cell phone turned off;
- Show enthusiasm and interest;
- Be prepared to ask questions as well
- Know well about your position;



# Don't's Interview

- Don't chew a gum or something else;
- Don't wear clothes that are not related to the position;
- Don't give too many small answers;
- Don't say anything about your previous job/company;
- Don't be dishonest;
- Don't enquire about the salary and benefits until you've received an offer;
- Don't act desperate;
- Don't bring up or discuss personal issues or family problems;
- Don't tell jokes during the interview;
- Don't ask the interviewers personal questions.





# After the Interview

- At the end of the interview, **DO** ask about next steps in the hiring process;
- **DO** write a unique thank you letter/email within 24 hours to each person who interviewed you;
- After you have left, **DO** take down notes.





# Use of English

- ✓ Don't use slangs or swear words;
- ✓ Use phrasal verbs and idioms a lot;
- ✓ Be concise;
- ✓ Know the vocabulary about your area;
- ✓ Don't worry about pronunciation or accent;
- ✓ Be polite;
- ✓ Don't memorize "frases prontas";
- ✓ Don't hesitate over your answers.



# Thank you for reading!



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