Things to do in a job interview:   
- Research the position – find out exactly what is needed.  
- Practice and prepare answers to common questions.  
- Prepare some ‘success stories’, stories that are examples of skills.  
- Appear confident.  
- Switch off your phone or put it on silent.

Things to avoid in a job interview:  
- Don’t just list skills – use success stories.  
- Don’t make jokes.  
- Don’t be late.  
- Don’t give false information or lie about yourself.