



## Interviewing Do's and Don'ts

The following are suggested do's and don'ts during a job interview.

### Do's

1. Treat it as if you are going for an external interview
2. Be professional and be on time (follow local customs, e.g. offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer)
3. Project confidence and be sincere
4. Be prepared -- Bring your resume along and if appropriate, examples/portfolio of your work
5. Do necessary research and understand the type of job you are interviewing for and related products
6. Market yourself to the interviewer. Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with
7. Stress your achievements – Quantify them as much as possible
8. Communicate how your current experience would be relevant to the new role
9. Respond to questions and back up your statements about yourself with specific examples whenever possible
10. Ask intelligent questions regarding the job, BU, product family, team dynamic, personal experience within the organization, etc (it shows interest)
11. Be prepared to answer behavioral-based question
12. Ask for clarification if you don't understand a question
13. Close the interview by telling the interviewer(s) that you want the job and asking about the next step in the process
14. Thank the interview team promptly and follow up with recruiter

### Don'ts

1. Don't act as though you would take any job
2. Don't say anything negative about former/current colleagues, supervisors, or employers – be constructive about why you're looking for new opportunities
3. Don't ever lie. Answer questions truthfully, frankly and succinctly. And don't over-answer questions
4. Don't answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination
5. Don't bring up or discuss personal issues or family problems
6. Don't answer cell phone calls during the interview, and do turn off (or set to silent ring) your cell phone and/or pager
7. Don't make excuses. Take responsibility for your decisions and your actions
8. Don't make the interviewer guess what type of work you are interested in; it is not the interviewer's job to act as a career advisor to you