**Interview Dos**

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| Do | Dress appropriately for the industry; |
| Do | 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. |
| Do | Arrive early; 10 minutes prior to the interview start time [or earlier if the event or employer instructs you to do so]. |

Do Make eye contact, and have a friendly expression when you are greeted by your interviewer.

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| Do | Respond to questions and back up your statements about yourself with specific examples whenever possible. |
| Do | Ask for clarification if you don't understand a question. |
| Do | Treat the interview seriously and as though you are truly interested in the employer and the opportunity presented. |
| Do | 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. |

**Interview DON'Ts**

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| Don't | Don't make negative comments about previous employers or professors (or others). |
| Don't | 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. |