

Interview Do And Don Ts

The Dos And Don'ts Of Interviews

20 top tips to help you nail your next interview!

DO...

DON'T...

... your research

find out about the company history and ethos

... show up too late

a lack of punctuality makes you look unreliable and unorganised

... dress appropriately

ask HR for the dress code and take it a notch smarter

... dress too casually

even if their dress code is relaxed, you should be smart

... arrive on time

aim to arrive around 15 minutes before your interview slot

... use bad language

it's just totally unprofessional and uncalled for in an interview

... prepare some questions

have at least one question to ask the interviewer at the end

... badmouth your current job

the interviewer doesn't need the gritty details about why you're leaving

... watch your body language

sit up straight, adopt an open posture and maintain good eye contact

... check your phone

put it on silent before the interview and don't answer calls!

... prepare some examples

have some anecdotes and examples that show your skills and strengths

... arrive too early

showing up an hour early shows poor organisation just as much as arriving late

... be polite and courteous

you never know whose opinion will count at the end of the day

... be controversial

we all have opinions on current affairs but they have no place in an interview

... plan your route in advance

work out how you'll get there and how long it will take

... lie about your skills

don't pretend to have skills, you'll get found out eventually

... prepare for the weakness question

there's a 99% chance they'll ask it, so have an answer ready in advance

... hound the interviewer

it sometimes takes a while to see all candidates and make a decision so be patient

... send a thank you note

a handwritten thank you to your interviewers will make you memorable

... bring up salary

if the interviewer doesn't discuss it, avoid asking about it until a job offer is made

Sources:
<https://www.livecareer.com/quintessential-interviewing-dos-donts>
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Interview Do and Don'ts are essential guidelines for anyone preparing for a job interview. The interview process can be a nerve-wracking experience, but understanding what is expected of you can significantly improve your chances of success. In this article, we will explore the key do's and don'ts to help you navigate your next interview with confidence and poise.

Understanding the Importance of Interview Etiquette

Interviews are not just about answering questions; they are a two-way street where both the candidate and the employer gauge compatibility. Proper interview etiquette can make a lasting impression on your potential employer, showcasing your professionalism and respect for the opportunity.

The Do's of Job Interviews

1. Do Your Research

Before stepping into an interview, it's crucial to understand the company and the role you're applying for. This preparation shows genuine interest and allows you to ask insightful questions.

- Visit the company's website to learn about its mission, values, and culture.
- Look for recent news articles or press releases about the company.
- Understand the job description in detail, focusing on the required skills and responsibilities.

2. Dress Appropriately

Your appearance plays a significant role in making a first impression. The right outfit varies by industry, so choose wisely.

- For corporate jobs, opt for business formal attire.
- For creative fields, smart casual might be acceptable.
- Ensure your clothes are clean, pressed, and fit well.

3. Bring Necessary Documents

Always carry multiple copies of your resume, a list of references, and any portfolio work that may be relevant. This preparation reflects your organizational skills and enthusiasm for the position.

4. Practice Common Interview Questions

Anticipate questions you might face during the interview. Practicing your responses can help you feel more comfortable and articulate.

- Tell me about yourself.
- What are your strengths and weaknesses?
- Why do you want to work here?

5. Show Enthusiasm

Employers want to hire candidates who are excited about the opportunity. Your body language and tone can convey this enthusiasm.

- Smile and maintain eye contact.
- Use positive language and gestures.
- Express your interest in the role and the company.

6. Prepare Questions for the Interviewer

Asking thoughtful questions not only shows your interest but also helps you determine if the company is the right fit for you.

Examples of Good Questions

- Can you describe the team I would be working with?
- What does success look like in this role?
- How does the company support professional development?

The Don'ts of Job Interviews

1. Don't Speak Negatively About Past Employers

Even if you had a poor experience at a previous job, speaking negatively can make you appear unprofessional. Instead, focus on what you learned from those experiences.

2. Don't Overshare Personal Information

While it's important to be personable, avoid sharing excessive personal details that are irrelevant to the job. Keep the conversation professional.

3. Don't Arrive Late

Punctuality is a sign of respect and professionalism. Aim to arrive at least 10-15 minutes early to allow yourself time to settle in.

4. Don't Interrupt the Interviewer

Good communication skills include knowing when to listen. Allow the interviewer to finish their questions before responding.

5. Don't Use Your Phone

Keep your phone silent and out of sight during the interview. Checking your phone can be seen as disrespectful and distracting.

6. Don't Forget to Follow Up

After the interview, send a thank-you email to express appreciation for the opportunity. This gesture reinforces your interest and professionalism.

Conclusion

Navigating the interview process can be daunting, but by following these interview do's and don'ts, you can set yourself up for success. Remember that interviews are an opportunity for both you and the employer to assess whether you are a good fit for one another. By being well-prepared, professional, and enthusiastic, you can make a positive impression that stands out. Prepare diligently, stay calm, and approach your next interview with confidence!

Frequently Asked Questions

What are the key do's to prepare for a job interview?

Research the company, understand the job description, practice common interview questions, and prepare your own questions to ask the interviewer.

What should you wear to an interview?

Dress professionally according to the company culture. When in doubt, opt for business formal attire.

Is it important to arrive early for an interview?

Yes, arriving 10-15 minutes early shows punctuality and respect for the interviewer's time.

What are some common don'ts during an interview?

Avoid speaking negatively about previous employers, using slang or overly casual language, and interrupting the interviewer.

How should you follow up after an interview?

Send a thank-you email within 24 hours, expressing gratitude for the opportunity and reiterating your interest in the position.

Is it appropriate to discuss salary during the interview?

It's best to wait for the interviewer to bring up salary discussions, ideally after they've shown interest in hiring you.

What should you do if you don't know the answer to a question?

It's okay to admit you don't know. You can express your willingness to learn or offer to follow up with more information later.

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