

Interviewing Best Practices

Before the interview

Do:

- Research the company and the position you're applying for.
- Research common interview questions and practice your answers.
- Dress appropriately; neatly groomed and relatively conservative.
- Prepare a few questions about the job, company, or industry.
- Map out how to get to the location & plan to arrive 10 minutes early. If you are running late, call the office as soon as you know you are running behind.
- Bring all paperwork with you: resume, references, ID, letter of recommendation, etc. A portfolio, writing samples, or examples of your work are also good to bring.

Don't:

- Rehearse your answers so much you sound like a robot.
- Dress too casual or revealing.
- Arrive smelling (too much perfume/cologne, cigarette smoke, etc.).
- Be late for your interview if you can possibly avoid it.
- Arrive stressed.
- Bring anyone else with you to the interview (parent, significant other, friend, child, pet, etc.).

During the interview

Do:

- Be polite and cordial to everyone; you never know whose opinion might count.
- Offer a firm handshake and make eye contact when meeting someone.
- If you need help remembering someone's name, repeat the person's name back to them.
- Maintain good eye contact.
- Approach with enthusiasm about the job and the company.
- Ask your questions about the job, company, or industry when asked.
- Close by indicating that you want the job and asking about next steps.
- Ask for business cards from your interviewers, or at least make a note of their contact information – remember to correctly spell their names!

Don't:

- Address by first name until invited to do so, assume you know how to pronounce their name (ask the receptionist), or assume a female is a Mrs. or a Miss; use Ms. unless told otherwise.
- Slouch, fidget, or yawn.
- Chew gum or bring a drink.
- Tell jokes.
- Bring up controversial subjects
- Be aggressive.
- Act as though you're desperate and would take any job.
- Act as though you're just shopping around or interviewing for practice.
- Answer or check your cell phone.

Answering Questions

Do:

- Use the “STAR” method in answering questions:
 - Situation
 - Task
 - Action
 - Result
- Stress your achievements and talents.
- Give detailed answers with examples. Explain how you would go about tackling the assignments and challenges of the position.
- Have an opinion when asked.
- Answer intelligently, but honestly (i.e., “What’s your biggest flaw?”).

Don’t:

- Answer with a simple “yes” or “no” answer; explain & give examples.
- Insinuate that you are perfect and have zero flaws.
- Take out any frustrations about the job search process.
- Speak negatively about any current or former company, boss, or coworkers.
- Lie.
- Offer any negative information about yourself if not asked.
- Make excuses.
- Be afraid to ask for clarification if you don’t understand a question.
- Bring up personal or family problems.
- Ask personal questions of your interviewer.
- Indicate that you’re only interested because of salary, benefits, or geographic location.
- Bring up salary, benefits, vacation time, or bonuses until after you’ve received an offer.
- Say you don’t have any questions.

After the Interview

Do:

- Write down some notes so you don’t forget anything discussed.
- Write a thank you e-mail and send it within 24 hours of the interview.
- Evaluate the interviewer, the company, and the position to be sure it’s right for you.

Don’t:

- Call immediately after the interview to find out if you got the job.
- Make repeated phone calls or e-mails.

Sources:

<https://www.linkedin.com/pulse/job-interview-all-time-classic-dos-donts-bernard-marr>

