

# Do's & Don'ts Of Interviews

## Do's

- ✔ **Prepare Thoroughly:** Research the company, its culture, and the role beforehand.
- ✔ **Dress Professionally:** Aim to be slightly overdressed rather than underdressed.
- ✔ **Be Punctual:** Arrive 10–15 minutes early to show respect for the interviewer's time.
- ✔ **Body Language:** Maintain good posture, make eye contact, and offer a firm handshake.
- ✔ **Listen Actively:** Wait for the interviewer to finish speaking before responding.
- ✔ **Prepare Examples:** Use specific examples to showcase skills and achievements.
- ✔ **Ask Questions:** Inquire about the role and company to show genuine interest.
- ✔ **Follow Up:** Send a thank-you email after the interview to reiterate interest.

## Don'ts

- ✘ **Don't Be Late:** Arriving late creates a negative first impression.
- ✘ **Don't Badmouth Former Employers:** Negativity reflects poorly on your professionalism.
- ✘ **Don't Use Your Phone:** Turn off your phone and keep it out of sight.
- ✘ **Don't Ramble:** Keep answers concise and relevant to the question.
- ✘ **Don't Discuss Salary Too Soon:** Avoid bringing up money/benefits until an offer is made.
- ✘ **Don't Interrupt:** Do not interrupt the interviewer or other interviewees.
- ✘ **Don't Fidget:** Avoid tapping legs, clicking pens, or adjusting clothing constantly.
- ✘ **Don't Lie:** Never exaggerate or falsify experience or skills.