

Interview Do's and Don'ts

Do

- Tell yourself you deserve the admission/job
- Introduce yourself by your full name
- Give the interviewer a firm handshake, make eye contact and smile
- Be enthusiastic, courteous and alert
- Prepare and practice your answers to the standard interview questions
- Be friendly and keep your emotions in check no matter what happens
- Take out your pen and notebook to take notes and look prepared
- Ask for a business card so that you can send a short, prompt thank-you note

Don't

- Be insincere. Fake flattery shows.
- Slump, yawn, chew your nails or gum
- Panic if you trip or knock something over
- Fear silence during the interview. Some silence is natural
- Give long-winded answers, or use 'um' or 'uh' as space-fillers
- Look down when speaking. Instead make eye contact
- Avoid the question, answer it directly
- Look at your phone or watch
- Be afraid to ask for clarification if you don't understand the question, or need more time to think of your answer

