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## INTERVIEWING Dos & DON'Ts

*Interviewers seek enthusiastic people. Show enthusiasm by speaking positively about previous experiences, internships, or supervisors. Smile often and express your desire to be a part of the organization.*

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### Do

- Arrive 10 minutes early
- Dress appropriately
- Demonstrate knowledge and skill
- Research profession
- Ask questions related to the position/company
- Allow the interviewer to present a complete thought
- Research company information
- Follow company application processes
- Be honest about your background and experiences
- Promote yourself in the best possible light
- Express your interest in the position
- Send a thank you letter after the interview
- Restate your interest in the position

### DON'T

- Freeze or become tense
- Be late for the interview
- Make unrealistic promises
- Criticize ex-bosses, employees, self
- Be dressed inappropriately
- Do not interrupt the interviewer
- Run on with answers

