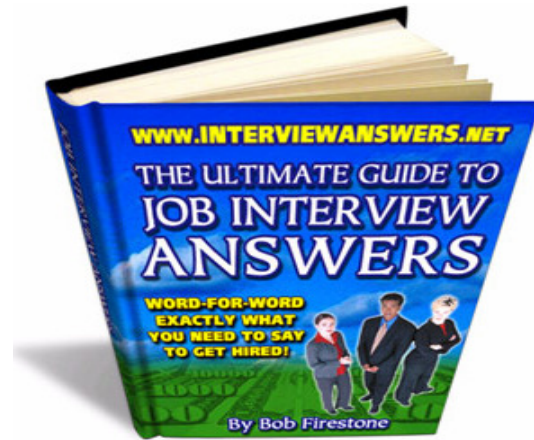


4.) Job Interview Preparation



Interview Dos

- Prepare possible questions for the interview.
- Dress appropriately.
- Be punctual.
- Build pleasant atmosphere with co-applicants and the people you meet.
- Offer a firm handshake with the interviewer wait until a seat is offered and sit properly.
- Listen carefully and use Ma'am/Sir when you address your interviewer.
- Maintain good eye contact during the interview. Be specific in your answer.

4.) Job Interview Preparation



- **Ask for a clarification if you don't understand the question.**
- **Be thorough in your responses, while being concise in your wording.**
- **Be honest and be yourself.**
- **Exhibit a positive attitude. Behave like someone you would want to work with.**
- **Make sure you understand the employer's next step in the hiring process.**
- **When the interviewer concludes the interview, offer a firm handshake and make an eye contact. Depart gracefully.**
- **After the interview, make notes right away so you don't forget critical details.**
- **Write a thank-you letter to your interviewer within 24 hours.**



Interview Don'ts

- **Don't go extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.**
- **Don't chew gum or smell like smoke.**
- **Don't allow your cell phone to sound during the interview. Don't take a cell phone call.**
- **Don't take your parents, your pet, spouse, fiancé, friends or enemies to an interview. Be independent.**
- **Don't bring up or discuss personal issues or family problems.**
- **Don't use poor language, slang, and pause words (such as "like", "uh", "and um").**
- **Don't be soft spoken. A forceful voice projects confidence.**

4.) Job Interview Preparation



- **Don't give the impression you are only interested in salary; don't ask about salary and benefits issues until the subject is brought up by your interviewer.**
- **Don't act as though you would take any job or are desperate for employment.**
- **Don't make the interviewer guess what type of work you are interested in.**
- **Don't be unprepared for typical interview questions.**
- **Don't give any negative information about yourself, stress your achievements.**