

Do's for the interview

- Arrive ten minutes early
- Have a pen, extra resume and reference sheet
- Permit the interviewer to sit down first
- Use proper English
- Ask questions and show interest
- Listen carefully to the interviewer's questions and **THINK** before you answer
- Sound prepared when asked a question
- Show enthusiasm and a positive attitude
- Show warmth and sincerity
- Use good posture and body language
- Try to relax and smile
- Say "thank you" and shake the interviewer's hand after the interview

Don't

- Be late
- Bring a friend
- Forget the interviewer's name
- Use slang
- Ask the first question
- Be negative, complain or reveal your hardships
- Interrupt the interviewer when he or she is talking or asking questions
- Tell jokes or make inappropriate remarks
- (Female) Be coy or coquettish or (Male) come on too strong
- Slouch or hang your head
- Stare at the floor or ceiling
- Chew gum or smoke
- Jingle your keys, fiddle with your jewelry or tie
- Tap your feet or blow your nose