



Interview DOs and DON'Ts

DO

- Make sure your resume is correct and updated with correct contact information.**
- Be honest in your answers and on your resume. If dishonesty is discovered later, it may be grounds for withdrawing job offers or firing.**
- Dress appropriately. Dress conservatively to show that you are serious about the interview.**
- Be sure you know the exact time and location of the interview and make sure you plan to arrive at least 15 minutes early.**
- Be respectful of those you meet. Their first impression of you may influence the hiring decision.**
- Be sure you listen carefully to the interviewers' name and pronunciation. Always refer to them by title (Mr., Ms., or Dr.) and last name until you are asked to do otherwise.**
- Maintain good eye contact, stay attentive and avoid fidgeting and slouching in your seat.**
- Be thorough in your responses and try to use specific examples about your experiences whenever possible. Be prepared to discuss details of your resume.**
- Be prepared to ask questions of the interviewers and take advantage of the opportunity. Do some research on the employer prior to your interview and be sure to check out their website. This will show that you are interested in the position and well prepared for the interview.**
- Before you leave, thank the interviewer and ask what the next steps are in the hiring process.**
- Within 5 business days, write a thank-you note to the interviewer. Personal notes are a plus!**



Interview DOs and DON'Ts

DON'T

- Don't forget to double check all information on your resume and in any written communication for accuracy, spelling and grammar. Do not just rely on your computer's Spell Check.**
- Don't make negative comments about previous employers or employment experiences.**
- Don't chew gum or smell like smoke. Your personal appearance is important.**
- Don't show up late or be unprepared. Research typical interview questions so you have well-thought out answers. Being unprepared can make you look foolish and uninterested.**
- Don't allow your cell phone to ring during an interview. Do not even bring your phone inside the building.**
- Don't ask about salary and benefits until the issue is brought up by the interviewer. You don't want to give the impression that you are only interested in the salary. You can bring up salary at the 2nd interview if it has not already been discussed.**
- Don't slouch or sit too rigidly in your seat. You want to look confident, professional and comfortable.**
- Expect to be treated with respect. Questions regarding race, sex, color, religion, national origin, birthplace, age, disability, and marital/family status are illegal and should not be asked by any employer. You may choose to answer the question, change the subject, answer the intent of the question, or refuse to answer the question. If you are asked these questions, consider whether or not you would really want to work in this organization.**

Adapted by the Georgia Association on Young Children (GAYC) Advancing Careers Project from: Career Services @ Virginia Tech (2007). Interview Dos and Don'ts. <http://www.career.vt.edu> and Australian Teachers Resource Center (2006). Preparing for an Interview. <http://resource.australianteachers.com>

For more information on advancing in your career, contact GAYC's Advancing Careers Project at 1-888-405-2238 or visit us online at www.gayconline.org