Some Do’s and Don’ts in Interviews

Do

• Act natural
• Be prompt, neat, and courteous.
• Carry out promises.
• Ask relevant questions.
• Allow employer to express him/herself.
• Read company literature and view website
• Examine company ratings.
• Evaluate objectively.
• Follow procedures.
• Make yourself understood.
• Listen to the other person.
• Present informative credentials.
• Think of your potential service and contribution to the organizations

Don't

• Criticize yourself.
• Be late for your interview.
• Freeze or become tense.
• Present an extreme appearance.
• Become impatient.
• Become emotional.
• Talk too much or too little.
• Oversell your case.
• Draw out interview.
• Make elaborate promises.
• Come unprepared.
• Try to be funny.
• Unduly emphasize starting salary.
• Linger over fringe benefit.