

## Do's and Don'ts of Interview Techniques

Do's	Don'ts
Ensure you arrive at the venue in good time (to visit the bathroom and prepare yourself etc.)	Don't hold a coffee or clutter to impede a handshake and greetings. Ideally stand and wait
Look (and smell) the part – mirror the dress of future peers and above	Don't look sloppy or lack attention to detail (e.g. shoes, accessories, make-up, hair etc.)
Be honest, authentic and positive about yourself	Don't stretch the truth or under-play your attributes, achievements and skills
Know your real strengths and prepare your 'weakness' answer	Avoid clichés and strengths disguised as weaknesses
Give examples, tell real stories	Don't talk in generalities
Develop rapport – attend to the connection	Don't feel you have to be perfect
Know about the company, the role, the sector - do your homework	Don't forget to have some questions prepared for them
Have a clear idea of the salary you want and be prepared to negotiate it at the right time	Wait until they bring up the subject of pay
Think about how you positively frame your past career decisions	Don't talk ill of others
Manage your body language – good eye-contact, open posture, relaxed, upright, soft features, smile	Don't diminish or close/cross your body, don't fidget or play with anything e.g. hair, pen etc.
<i>Listen, listen, listen</i>	<i>Don't interrupt, ever</i>
Think. Speak. Pause. Check-in	Don't blurt or ramble
Apply first date approach – show interest, enthusiasm, exclusivity	Don't talk about other offers or show ambivalence or desperation