TECHSTAFF

Preparing For Your Interview: DOs and DON'Ts

Your job is to get the offer so you can decide IF you want it or not.

DOs

1. **DO RESEARCH RESEARCH RESEARCH!** Know as much as possible about the company you are going to interview with. Who they are, what they do, mission statements. Check out the "about" section on their web site. Know who is interviewing you and what they do.

2. **DO Dress Appropriately.** Dress professionally unless your recruiter tells you otherwise. It is better to over dress than under dress.

3. **DO Bring in Your Information.** Bring in multiple copies of your resume, cover letter and references in a professional binder. It is also helpful to have a pen and paper available.

4. **DO Prepare Questions you have for the interviewer.** Questions can be about the company, your responsibilities, recent events the company has been involved with, etc. About 5-10 are good, and if you have to pull out your sheet of paper for questions that's OK.

5. **DO Be Engaged and Pay Attention in the Interview.** Sit with good posture and look the interviewer in the eyes. Be yourself but make sure to remain professional. (i.e., to many jokes)

6. **DO Know Yourself.** Know what your strengths and weaknesses are, you may be asked. (For interview question examples see attachment.)

7. **DO Stress Achievements.** Stress achievements or skills throughout your interview that pertains to the job and the company (this is where research comes in handy on what they do.)

8. **DO Follow up.** Always follow up. Send a thank you card and email immediately following the interview. Also ask what the next step is for you. *ALWAYS* call your **TECH**STAFF immediately to tell us how the interview went, how you felt anything positive or negative while it is fresh in your mind.

DON'Ts

1. **DON'T BE LATE!** Always try to be there 10-15 minutes early. The time of day your interview is set can have a huge impact on your driving time. Be prepared.

2. **DON'T Lie.** This seems simple. But don't say you know something when you clearly don't. Especially in a technical interview, this may be the number 1 blunder. Again, the interviewer knows the correct answers and will know when you don't!

3. **DON'T Talk Too Much.** You want to say more than "yes" and "no". But don't go on long tangents when answering questions. Typically hearing about your full life story is not being on task. Stay brief and to the point-never avoid the question asked.

5. **DON'T Badmouth Past Employers.** Even if your last boss was an idiot, everyone in the company was a jerk, you hated your job, and couldn't wait to leave. Even if it's true don't say so. It is sometimes a smaller world than you think and you don't know who your interviewer may know. The interviewer may also think you may say the same things about them.

6. **DON'T Leave Your Cell Phone On.** Or on mute, or vibrate. Turn it off. If the interview is not important enough for you to not answer your phone, the interviewer will feel like they are wasting their time.

7. **DON'T Smell Like Smoke.** Especially if it is a position where you will have customer contact. If you have to smoke beforehand. Make sure it's outside, wash your hands and chew some good strong minty gum. But make sure you SPIT OUT THE GUM before the interview.

8. **DON'T Make the Interview About Salary.** If you only focus too much on salary, you will make it sound like all you care about is what the company can do for you. If they bring up salary with you, make sure you use the salary discussed with your recruiter.