**Interviewing Do's and Don'ts**

**Do:**

* Learn about the company and the job you are applying for.
* Dress appropriately.
* Be on time.
* Make eye contact.
* Be enthusiastic and SMILE.
* Use a firm handshake.
* Maintain good posture.
* Have a positive attitude. (Attitude equals performance.)
* Answer questions completely.
* Speak slowly and clearly.
* Be honest.
* Be yourself!
* Thank the interviewer for his/her time.

**Don't:**

* Be late.
* Chew gum or have candy in your mouth.
* Be negative.
* Fidget. (Play with hair, chew fingernails, crack knuckles, rock in the chair.)
* Be too modest.
* Answer questions with only yes or no.
* Dress carelessly.
* Look into space.
* Interrupt the interviewer.
* Act bored.
* Offer a limp handshake.
* Slouch in the chair.