

DOS AND DON'TS IN AN INTERVIEW

DO

About Yourself

- Stress your qualifications.
- Recount experience you have had which would fit you for the job.
- Talk and think, so far as possible, about the future rather than the past.
- Indicate where possible, your stability, good safety experiences.

About The Employer

- Try to learn ahead of time about the company and its products or services.
- Approach the employer with respect.
- Stress the contribution you can make to the company.
- Have available a list of former employers, time and period of service.

Personally

- Remember that employees should be capable, dependable, trainable, careful, and steady.
- Assume an air of confidence.
- Try to be optimistic in your attitude.
- Maintain your poise and self-control.
- Try to overcome nervousness or shortness of breath. (It helps to take a deep breath)
- Know the importance of getting along with people.
- Let as many people as possible know you are "job hunting".

In The Job Interview

- Be well groomed and appropriately dressed.
- Apply for the job in person, unless instructed to do otherwise by employer.
- Apply for a specific job.
- Answer questions honestly and with straight forwardness.
- Recognize your limitations.
- Indicate your flexibility and readiness to learn.
- Maintain eye contact.

DON'T

About Yourself

- Keep stressing your need for a job.
- Apologize for your age.
- Be untidy in appearance.
- Display "cocksureness".
- Feel that the world owes you a living.
- Be a "know it all" or a person who can't take instructions.
- Depend upon the telephone for your job contacts.
- Isolate yourself from contacts which might help you find a job.
- Be one of those who can do anything.

In The Job Interview

- Go to an interview without a record of your former work connections.
- Arrive late and breathless for an interview.
- Speak with a muffled voice or indistinctly.
- Hedge in answering questions.
- Express your ideas on compensation, hours, etc. early in the interview.
- Hesitate to fill out applications, give references, and take physical examinations or tests on request.
- Make claims if you cannot "deliver" on the job.
- Display a feeling of inferiority.
- Discuss past experiences which have no relevance to the job situation.