

BUILDING YOUR CAREER — INTERVIEW TIPS

This section includes a great deal of important information for interview success. The following Interview Dos and Don'ts will help you review what you have learned and make sure you're ready to ace your next job interview.

DO

- Be on time. This is rule #1. If you show up late for an interview, you should just turn around and go back home. You just lost the job! Never be more than 15 minutes early; arrive on time.
- Dress appropriately. Wear conservative clothing, sensible shoes and be sure your entire outfit is clean and pressed. Dress for the job you want. While a suit is usually the best choice for a job interview, it is not always necessary. You can ask to be sure.
- Be pleasant and professional. Smile and be positive and respectful. Be prepared. Bring all necessary items organized neatly inside a briefcase or leather notebook or portfolio. Use the "Interview Checklist" on page 50 to make sure you have everything you need.
- Speak clearly. Look the interviewer in the eye when answering or asking questions.
- Do your homework. Spend time researching the company as well as preparing and practicing your responses to common interview questions.
- Be honest. A lie will eventually catch up with you. Even if you get the job initially, you may very well be fired in the end.
- Show your interest. Ask questions about the job and the company and convey your interest in the position and in working for the company.
- Show appreciation. Always thank the interviewer for his or her time and consideration. Ask for a business card and send a follow-up thank-you note within a day or two of the interview.

DON'T

- Forget to turn your cell phone off or to silent. Never take a call or text while in an interview.
- Chew gum.
- Swear, use vulgar language or slang terminology.
- Bring your iPod, coffee or soft drink.