

# Companies For Jobs

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## Free Download – In the interview

At the interview you need to make a good impression to impress the employer and show you are the best person for the job. To do this there are things you should and shouldn't do at an interview.

### **Things you should do**

Here are some helpful hints and tips to help you during your interview:

- enter the room confidently
- shake hands firmly and introduce yourself
- smile
- be polite, friendly and look the interviewer in the eye as soon as you enter the room
- check that it's OK to use cue cards or notes during the interview
- try to maintain eye contact with the person or people you are talking to
- look interested and ask questions as well as answering
- answer questions as fully as you can, avoid just saying 'yes' or 'no'
- provide examples to prove your skills and achievements
- tell the truth
- ask if you don't understand a question
- speak clearly
- sell yourself – get your good points across and be positive
- listen
- answer questions with examples
- keep your answers brief and to the point
- come prepared

- appear confident

### **Things you shouldn't do**

Here are some things you shouldn't do in an interview:

- sit down until the interviewer asks you to
- fidget or slouch in the chair or fold your arms
- swear - even mildly
- criticise your past employers
- interrupt
- draw attention to your weaknesses
- lie or be too enthusiastic - stay calm and stick to the facts

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