


5 Do's and Don'ts of Interviews

by Jane Leese

**off to
WORK**
people




Do plan your journey beforehand, leave yourself plenty of time and take a map.

Do greet your interviewer with a firm handshake, confident smile and a few ice breaker comments about the weather/ location etc etc.

Do research the company – know what they do, who their key clients are, their history etc. Look them up on google as well as their own websites as this will give you a broader overview.

Do be aware of your own history. This sounds obvious but know your strengths, weaknesses, decisions you've made and how you would use this knowledge and experience in the future.

Do maintain good eye contact with your interviewers throughout. If you are meeting more than 1 person, give equal attention to all parties – not just the questioner or, even worse, the person you perceive as being the decision maker!



Don't assume you've got the job – you'll give off the wrong impression, either appearing over confident or lacking enthusiasm.

Don't ramble! Nerves can make you rattle on a little more than necessary. Keep answers short and concise.

Don't be afraid of silence – if you need a few seconds to think through your response that's ok. It shows thought and confidence.

Don't answer the wrong question. It's easy to assume you're being asked one question when you're actually being asked something else. Listen carefully.

Don't forget to have some pre-prepared questions of your own, an interview is a 2 way communication. Make sure you leave with all the information you need/want. Questions can be about the challenge, development potential, team, culture etc.