

# INTERVIEWING TECHNIQUES

## Do's

- Be sincere and direct
- Be attentive and polite
- Ask relevant questions
- Answer questions concisely
- Use specific examples to illustrate points

## Don't:

- Smoke
- Try to control the entire interview
- Bring up salary, benefits or working hours
- Be too serious
- Let your depression or discouragement show
- Make negative comments about anyone or anything, including former employers
- Look at your watch
- Take extensive notes

## Women

- Extremely long or uncut nails are a real turnoff. Your nails should be well groomed and neat.
- Don't wear more than two rings per hand or one earring in each ear.
- No face jewelry or ankle bracelets are should be worn.
- Wear stockings. Bear legs are should be avoided.
- Opened, backless and slippers should never be worn.
- Don't wear leather jackets

## Men

- Men's jackets are to be full-body and looser rather than fitted or tight.
- Don't wear leather jackets.
- The wearing of a collared shirts and tie is preferable.
- Reframe from wearing excessive jewelry
- Be properly groomed

