

## **Interview Do's & Dont's**

### **Do's**

- ✓ Be prepared
- ✓ Take along a copy of your CV for the interviewer
- ✓ Dress in business attire
- ✓ Be on time, if you are going to be late, ring Barker Munro or the company in advance.
- ✓ Switch off your mobile phone before you enter the interview
- ✓ Enter the interview room confidently
- ✓ Shake hands firmly and introduce yourself
- ✓ Make eye contact at all times
- ✓ Wait for the interviewer to tell you to sit down
- ✓ Sit comfortably and in an upright position
- ✓ Take time to listen to the questions asked of you, but if you don't understand the question, do ask for it to be repeated
- ✓ Remember to think about the answers you give – take a second or 2 if needed before answering
- ✓ Give clear and concise answers to the questions
- ✓ Thank the interviewer for their time at the end of the interview, reinforce your interest in the role and ask what the next stage will be
- ✓ Call Barker Munro to give your feedback and how you thought it went

### **Don'ts**

- × Be late
- × Talk too much or waffle
- × Chew gum
- × Swear
- × Criticise your employer
- × Lie and make up answers
- × Use "ums", "yer know" and obviously etc

**REMEMBER – The interview is a 2 way process and is as much about the company interviewing you as it is for you to interview them as a prospective employer.**