

Dos and Don'ts in an Interview

What To Do

1. **Do your homework.** Learn as much as you can about the business needs of your prospective employers.
2. **First impression is key.** Look your best for the interview. Wear formal, conservative attire. Smile and make eye contact.
3. **Express humble self-confidence.** Show that you believe in yourself and the strengths you possess, while being clear that you would use those strengths to serve your employer.
4. **Tell a story.** Answer questions in narrative form. Stories should have a setup, a series of actions you took and a positive resolution.
5. **Show your humanity.** All people want to be around people who are easy to get along with.

What Not To Do

1. **Not knowing a company's function.** "So , what does your company do?" is not a question a job applicant should ask!
2. **Lying about your accomplishments.** Never lie. You will undoubtedly get caught and won't be hired.
3. **Asking about salary early on.** While compensation is important, a job applicant never should initiate discussions about salary.
4. **Bad-mouthing a former employer.** It will reflect badly on you and your character, as the prospective employer wonders if this is the quality of worker that they would like to join their team.
5. **Offer to do anything.** Offering to do "anything" smacks of begging which is not attractive to an employer.

*Sources: Maricopa Workforce Connection
A+ Resumes & Career Coaching
Victor Encinas Coaching*