

# INTERVIEWING DO'S & DON'TS

## INTERVIEWS

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### DO'S

- If presented with an application, do fill it out neatly and completely.
- Give the appearance of energy as you walk. Smile! Shake hands firmly.
- Wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Be a good listener as well as a good speaker.
- Follow the interviewer's leads, but try to get the interviewer to describe the position and duties to you early in the interview so that you can apply your background, skills, and accomplishments to the position.
- Make sure that your good points come across to the interviewer in a factual, sincere manner. Stress achievements.
- Project a professional image while waiting. Organize your belongings so that when the interviewer arrives you will be prepared.
- Describe those things about yourself that relate to the situation.

### DON'TS

- Don't forget to bring a copy of your resume!
- Don't rely on your application and resume to do the selling for you. Interviewers will want you to speak for yourself.
- Don't smoke, even if the interviewer does and offers you a cigarette. Do not chew gum!
- Don't answer with a simple "yes" or "no." Explain whenever possible.
- Don't lie. Answer questions truthfully, frankly, and succinctly.
- Don't over answer questions. And if the interviewer steers the conversation into politics or controversial issues, try to do more listening than speaking since this could be a sensitive situation.

### REASONS WHY COMPANIES CHOOSE NOT TO HIRE CANDIDATES

- Poor personal appearance.
- Inability to express oneself clearly; poor voice, diction, grammar
- Overbearing, overly aggressive, or a "know-it-all" attitude
- Lack of planning for career path
- Lack of interest and enthusiasm; passive indifference
- Lack of confidence and pose (nervous)
- Over-emphasis on money
- Unwilling to start at entry-level; expects too much, too soon
- Condemnation of past employer
- Evasive; making excuses for unfavorable events in work history
- Lack of tact, maturity and courtesy; impolite
- Failure to look at interviewer when talking
- Vague and sloppy application form
- Wants job only for a short time
- Intolerant; strong prejudices
- Late for interview
- Asked no questions about the job or the company

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