

Name: _____ Date: _____

Interviewing Dos and Donts

1. Shut off the _____ when interviewing. Do not answer the call or use it to text people during this meeting. A. the next steps
2. You should _____ according to the setting in which you will be working. B. handshake
3. When going to an interview _____ count. C. "yes" or "no."
4. When interviewing remember to smile, look the interviewer in the eyes and extend your hand for a firm _____. D. lie
5. Don't feel compelled to talk constantly. Let the interviewer bring up topics and when questions arise, allow enough time for a thoughtful pause. Therefore, you should allow time to just _____. E. body language and posture
6. Carry your _____ and reference list to your interview; having a copy may be needed or beneficial to your use. F. first impressions
7. Close the interview by telling the interviewer(s) that you want the job and ask about _____ in the process. G. interview
8. Avoid using poor language, slang, and pause words such as _____. H. practice run
9. Show enthusiasm in the position and the _____ for which you are interviewing. I. thank
10. When interviewing sitting upright, looking alert and interested at all times is part of _____ appropriateness. J. desperate
11. If presented a _____, fill it out neatly, completely, and accurately. K. dress
12. When interviewing plan to arrive about _____ minutes early. L. notes
13. If you are running late to an interview be sure to _____ the company and state why you will be late or to reschedule if possible. M. job application
14. Prepare and practice for the _____ by researching and knowing information about the company. N. company

15. Before the interview take a _____ to the interview location; know exactly where it is and how long it will take you to get there. O. negative
16. Be sure to _____ the people who interviewed you. P. listen
17. So that you don't forget crucial details or information that may be needed after interviewing one could take _____. Q. salary
18. Don't chew _____ during an interview. R. "uh", "um" and "yup"
19. It shows a lack of interest to not ask _____ during an interview. S. 10-15
20. Saying anything _____ about former colleagues, supervisors, or employers is not appropriate during an interview. T. questions
21. During an interview answer questions truthfully, and frankly. Don't over-answer questions and definitely do not _____. U. resume
22. During an interview don't act as though you would take any job or that you are _____ for employment. V. cell phone
23. When interviewing explain questions; answering with simple _____ answers is not advised. W. phone
24. Until you have received an offer for employment; do not inquire about bonuses or _____. X. gum
25. Sitting down in a _____ at an interview before being offered to do so is consider inappropriate interviewing etiquette. Y. chair