

# Things to do in a job interview:

## Behavior

DO:

- turn off your cell phone
- look at the interviewer
- keep hands in lap or on table
- sit up straight but comfortable
- talk very clearly
- smile

## Grooming

DO:

- wear deodorant
- brush teeth
- have clean hair and fingernails
- wear clean, simple clothes (before the interview, see what the workers at this place wear, then wear clothes that are a little more formal than what the workers wear)

## Preparation

DO:

- bring 2 copies of your resumé--1 for you, 1 for the interviewer
- bring your own pen
- bring a folder with blank paper and extra resumé
- be more than 10 minutes early
- learn information about the company before you go
- plan to ask a couple of questions about the job or company
- plan to talk about workplace things you are good at

## Answers

DO:

- speak with complete sentences
- only say good things about people and your past jobs
- if you have to answer “No,” follow it with “but” and a positive statement
  - (for example, “No, I haven’t done this kind of work before, but I want to learn.”)