



Interview Do's & Don'ts

- a guide from Julie Delahunt, Human Resources Director and Ellen Ward, Recruiter

Do

- Research the company - know their business, their locations, their client base, etc.
- Contact the Recruiter - do not have Mom or Dad do this for you
- Show up at least 15 minutes before your interview
- Know how to pronounce the company name
- Be respectful to the receptionist
- Dress appropriately for the position interviewing for - when in doubt ask the Recruiter
- Appear clean shaven or with neatly trimmed facial hair
- Be cognizant of visible tattoos
- Fill out application completely - don't leave blanks
- Be honest on the application and resume
- Answer questions "yes" or "no" and then explain
- Have your resume proofread by someone else
- Okay to ask, "what do you enjoy about Joeris?" or "how long have you been at Joeris?"
- If a second interview is offered, be prepared with questions regarding benefits, training program, advancement
- Do send a thank you note - hand written or e-mail is fine
- Do bring additional information, especially if requested by the recruiter (i.e. transcript, project list, portfolio)

Don't

- Don't overwhelm with cologne or perfume (yes, this happens)
- Don't chew gum
- Don't have your sunglasses on top on your head or wear a hat
- Don't slouch in the chair
- Don't name drop
- Don't complain about a previous employer
- Don't interrupt the interviewers
- Don't ramble
- Don't ask the interviewers personal questions
- Don't ask point blank how much a position pays
- Don't call HR every day asking for the status of the interview - numerous people are generally involved in a final decision.
- Don't say "I don't have any" if asked for any limitations you may need to work on
- If the interview involves a meal:
 - Don't order the most expensive item on menu
 - Don't order something that will be messy to eat - something that the individual can eat with utensils is preferable – no pizza, chicken tenders, etc.
 - Don't order alcoholic beverages, even if the interviewer does

Other Tips

- Rather than waiting until the first day of work to ask about the softwares/programs the company uses internally, ask this during an interview and brush up before the first day of work
- The more you can learn about your position before starting, the better off you will be – especially for those right out of college.
- It's important that you know that you are interviewing the company as well. Ask about work environment/ atmosphere/culture rather than just trying to "land a job".