

Preparing for an interview can be very stressful, but it's important to know first impressions can make a statement about you and your character. To assure you are ready and prepared for the interview process, use the **Do's** and **Don'ts** below to get on track and prepared.

Quick Tip: Consider getting your wardrobe ready the night before so you will not have a delay in your arrival to the interview site.

Do's	Don'ts
<p>Be On Time: Arrive 10-15 minutes before the scheduled interview. This will allow you to complete paperwork that may be required by the company and will give you a little extra time for travel.</p>	<p>Don't be late to your interview. This can keep you from getting the job before you have a chance to interview. Don't chew gum, drink, or eat while waiting.</p>
<p>Always dress professionally.</p> <ul style="list-style-type: none"> • Ladies should wear a dress, or suit with a blazer. • Guys should wear a jacket or a suit, preferably a dark color. <p>Make sure your outfit is clean and wrinkle free and make sure you are well groomed.</p>	<p>Don't:</p> <ul style="list-style-type: none"> • Wear denim or shorts • Wear tank or crop tops • Wear flip flops, sandals, or tennis/running shoes • Ladies do not go bare legged (wear tights or hosiery) • Wear very short, tight, or low cut clothing
<p>Review the company's material prior to the interview. Be prepared to ask questions that were not answered on the website or other materials.</p>	<p>Don't answer questions with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that showcase your talents, skills, and determination. Give detailed examples.</p>
<p>Leave your cell phone turned off or in the car. Not having this distraction shows you are present and ready for your interview.</p>	<p>Don't say anything negative about former colleagues, supervisors, or employers. Stay positive in every situation.</p>
<p>Make sure you make direct eye contact with your interviewer. This shows you are being attentive to what is being said to you.</p>	<p>Don't be soft-spoken. A strong voice projects confidence.</p>
<p>Show enthusiasm in the position and the company. This shows that you are excited and can bring that to the position.</p>	<p>Don't be dishonest. Answer questions truthfully, frankly, and concisely. Don't over-answer questions. You can elaborate if necessary.</p>

Information derived from Quintessential Careers <https://www.livecareer.com/>

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