

## **DURING THE INTERVIEW**

**Here're some helpful "do"s and "don't"s to get you through the interview.**

### **Do's**

- Good luck!
- Come alone
- Come a little early
- Address the interviewer by title and name
- Shake hands firmly
- Wait until you are asked to be seated
- Maintain good eye contact
- Take time to think about your answers to interview questions.
- Do not be afraid to ask for clarification if there are questions you don't understand.
- Be positive.
- Stress your qualifications for the job and your readiness to undertake its duties

### **Don'ts**

- Ask when you may call to learn about the hiring decision.
- Smoke or chew anything, even if invited to do so
- Apologize for your lack of experience
- Ask about salary or days off
- Handle anything on the interviewer's desk
- Discuss personal problems, financial problems, other jobs you did not get
- Criticize former teachers or employers
- Provide information which is not factual Beg for the job or hang around after the interview