

# Adecco

# INTERVIEW DOS AND DON'TS



**Don't let nerves get the better of you.  
Feel confident in an interview by  
following our tips.**

You could have guessed that there is a right and a wrong way to behave during an interview. Yet, we see many people struggle with the basics. Learn the job interview dos and don'ts and you'll leave a lasting impression (a good one).

## **The Dos:**

- Be early. 10-15 minutes early is ideal.
- Be enthusiastic. About the position, company, and yourself.
- Ask specific questions. An interview isn't a one-way street. Asking informed questions shows you're interested.
- Stress your achievements and accomplishments. This is your time to brag a little. Just make sure you are self-aware and do it with humility. Talk about instances where your former employer gave you more responsibility or trust.
- Tell your potential employer what you'll do for them. Ask about their specific challenges and tell them how your experience prepares you to address them.
- Counter your weaknesses with your strengths. You'll have to identify your weaknesses. Know them going in, but always counter with a solution.
- Represent yourself honestly. Be you and talk about what makes you unique.
- Be organized. Know the key points you want to make. Bring a list if you have to.
- Be positive about your reason for leaving any current or previous job. The key word to remember is "more." You want more challenges, responsibilities, and opportunities - you're a go-getter! If you were let go, be honest and emphasize what you learned from the experience. Avoid talking about feelings, and stick to the facts.
- Make the job you're interviewing for #1. Let the interviewer know it's your first choice and that you can't wait to get started.

## **The Don'ts:**

There are a number of reasons companies don't hire candidates - even qualified candidates.

- Don't be late. Just don't.
- Don't answer questions with a simple "yes" or "no." Yes, it's good to be concise, but sell yourself by using clear, relevant examples.
- Don't forget to ask questions. Make sure they're detailed questions about the position that show that you did your homework.
- Don't make derogatory remarks about previous or present employers. Don't go there. Ever.
- Don't misrepresent your experience. Make sure you provide factual information about your work history and your skills.
- Don't neglect your personal appearance. If you're not sure what to wear, talk to your recruiter.
- Don't seem uninterested, indifferent, lazy, or bored. Employers want to see some self-confidence and enthusiasm about the job. Also, maintain good eye contact and give a firm handshake.
- Don't forget to say "Thank you." It's really important. Remember, manners.

**Apply today:**



**REAL WORK. REAL PEOPLE.**