

Do

- Watch your body language: firm handshake, smile, good eye contact, etc
- Act and appear professional from the first minute – first impressions count and you never get a second chance to make a first impression
- Present your skills as closely to the company's needs as possible
- Sell achievements and benefits you can bring to the job and the company
- Keep positive, friendly, polite and confident - project your enthusiasm for the job.
- Listen carefully to the question being asked and take a few moments before you answer
- Bring support information and a list of key questions to ask at the interview
- Ask questions that show you've done your background homework
- Seek feedback on your performance and keep doors open if unsuccessful

Don't

- Arrive unprepared, late or with your weekly shopping for the interview
- Act too laid back and personal, although the odd bit of humour always helps and makes everybody feel relaxed
- Waffle, wander or focus on your needs at the expense of the company's
- Appear too confident, undersell yourself, talk too quickly or mumble
- Look unmotivated and bored
- Jump in before questions have been completed
- Undersell yourself by not providing back-up information or giving a one word answer (unless the answer requires a one word answer)
- Forget to ask some positive questions yourself – it's a two-way process
- Take rejection personally and end on a sour note

Nottingham
Workplace
Chaplaincy

everyday support & advice
for those of faith or none

Interviews

Do's and Don'ts
At An Interview