

The Do's and Don'ts of a Job Interview

Summary: People make simple mistakes during interviews that would not happen if they were prepared and did their research ahead of time.



There is a lot to learn from the surveys conducted with hiring managers. One third of hiring managers know in the first 90 seconds whether or not they will hire the candidate they are interviewing. That might not seem like a lot, but there is no point in taking the chance that you are part of that percentage they decide against immediately. There are a lot of common sense things that you can make sure you are doing correctly.

See the following articles for more information:

- [21 Major Job Interview Mistakes to Avoid at All Costs](#)
- [How to Impress Your Employer During an Interview](#)
- [Less Common Interview Mistakes](#)
- [How to Answer the "Tell Me about Yourself" Interview Question](#)
- [Interview Mistakes That Can Cost You the Job Offer](#)

Do smile! Did you know 38% percent of candidates don't smile during interviews?

Don't fidget, it is distracting and shows you lack confidence.

Do have knowledge of the company's mission statement, core values, etc.



Don't avoid eye contact. Looking someone in the eye tells them you are assertive.

Do have a strong handshake.

Don't have bad posture. Slouching in your chair looks lazy and unprofessional.

Do have an open body language. Crossing your arms or using your hands while talking too much can turn off potential employers.

Don't play with your hair or touch your face a lot. When women play with their hair a lot, it can be viewed as an attempt at flirting which is not acceptable behavior in the work place.

The studies that have been done show that the first impression you give plays the biggest part in whether you will be hired. The first impression is made through your attire and the way you walk through the office door. Your voice and word choice also plays a part. Your interview outfit should say that you know how to be professional, but not that you are obsessed with clothes. Being overly trendy or fashionable can be seen as a turnoff for some employers. Sixty-five percent of hiring managers admit that the outfit a candidate wore can be the determining decision between them and another candidate.

See [The Top 4 Ways to Make a Good First Impression at an Interview: The Definitive Guide](#) for more information.

When explaining yourself, past experiences, and other topics that arise during an interview, it is best to keep your answers clean, simple, and friendly, yet professional. Lacking personality or being too talkative can both be turnoffs. Prepare for every interview by rehearsing what you will say when asked about previous jobs or difficult situations to prevent yourself from going off on a tangent.

Photo: investopedia.com