

**Do:**

Make eye contact occasionally and look in the direction of your interviewer.

Smile occasionally.

Give your interviewer a firm handshake at the beginning and end of the interview.

Ask 2 to 3 questions about the job to show your interest.

Stay on topic.

Answer questions directly and honestly.

Emphasize your strengths and talk about yourself positively.

Thank your interviewer at the end of the interview.

**Don't:**

Look at the clock or your watch frequently.

Talk with a monotone or bored tone of voice.

Fidget or move around a lot in your chair.

Slouch in your chair.

Yawn.

Lie or exaggerate about yourself.

Point out your flaws if you are not asked directly about them.

Click pens or tap your fingers loudly.