

Job Interview

Do's and Don'ts



Research

Do: Research the role, company, and industry thoroughly.

Don't: Hold back from asking the HR rep or recruiter what to expect.

Preparation

Do: Know your answers to the most common questions.

Don't: Neglect seemingly easy ones like "Tell me about yourself".

Stories

Do: Have 5+ stories from past roles that clearly showcase your strengths.

Don't: Hope to just come up with great anecdotes on the spot.

Practice

Do: Find someone else you can practice with – or record yourself.

Don't: Over-rehearse to the point that you sound robotic.

References

Do: Line up your references ahead of time and only use those you're confident will be positive.

Don't: Pick someone on the spot.

Attire

Do: Research the dress code in advance (ask if you're unsure).

Don't: Guess – if you're not sure, figure it out. Go more formal.

Timing

Do: Arrive early and leave extra time in case things go wrong.

Don't: Take any chances here – being late is a terrible start.

Respect

Do: Show respect to everyone – the intern, the receptionist, etc.

Don't: Think your interviewer is the only person who gets a say.

Body Language

Do: Smile, make eye contact, and have a firm handshake.

Don't: Face away or cross arms.

Tone

Do: Stay positive and authentic.

Don't: Badmouth other people or exaggerate details.

Answers

Do: Lead with your headline, keep it short, and use examples.

Don't: Fail to answer the question – risk of rambling is real.

Pauses

Do: Pause before answering whenever helpful.

Don't: Assume silence is bad – it shows you're thoughtful.

Questions

Do: Come prepared with questions that show thought and interest.

Don't: Ask only about logistical things like timing and pay.

Fit

Do: Pay attention to whether you want to work with them.

Don't: Forget it's mutual – you're interviewing them too.

Follow-Up

Do: Send a thank-you note that's personalised.

Don't: Overthink it – brief, fast, and customised beats late and long.

Growth

Do: Write down what did and didn't go well after the interview.

Don't: Miss a chance to grow – this interview likely won't be your last.