

# Top 10 Interview Do's and Don'ts

- **DO** maintain a positive and confident attitude
  - **DO** make sure you are well dressed
  - **DO** listen carefully to questions and instructions
  - **DO** have a good understanding of the job and the company
  - **DO** highlight what benefits you can bring to the company
  - **DO** use your own experiences to answer the questions
  - **DO** show passion and enthusiasm for the position.
  - **DO** promote your strengths and market yourself
  - **DO** let the employer know you have a clear career plan
  - **DO** have a list of prepared questions to ask about the company and the position
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- **DON'T** arrive late, sweaty and flustered. This will end the interview before it begins
  - **DON'T** leave your mobile phone on
  - **DON'T** wear trackie dacks, thongs and singlets
  - **DON'T** stare out the window
  - **DON'T** go into the interview without doing your homework
  - **DON'T** ramble on about things that aren't related to the industry
  - **DON'T** exaggerate your previous experiences or skills (too much)
  - **DON'T** reveal the negative parts of your personal life just yet
  - **DON'T** sound confused about where you're heading
  - **DON'T** act like a rabbit caught in the headlights when its your turn to ask questions