

# Interview Speed Tips

## Interview Do's

- Be prepared to think on your feet.
- Be positive and try to make others feel comfortable while you are interviewing.
- Talk about how you would benefit the company and how you have demonstrated your assistance in the past. Show that you are interested in the position.
- Rehearse your interview with a friend. Develop and practice an introductory statement that touches on pertinent information about you. Tape yourself to check your diction, speed and body language.
- Be on time. Being on time (or early) is usually interpreted by the interviewer as evidence of your commitment, dependability and professionalism.
- Reflect before answering a difficult question. If you are unsure how to answer a question, you might reply with a follow-up question seeking clarification or focus points – but above all, don't wing it.

## Interview Don'ts

- Don't talk too much. If you are dominating the conversation, then you might be missing cues for important information that the interviewer is seeking.
- Remember to listen. Active listening is an important communication skill that gets evaluated and is a chance for you to learn quite a bit about the opportunity and how it is perceived by the interviewer.
- Never answer a question with a simple "yes" or "no." Explain whenever possible.
- Don't pretend to know the answer to any question. If you don't understand a question, ask for clarification.
- Never make negative comments regarding a current or former employer. When explaining your reasons for leaving, communicate your rationale professionally.
- Don't over answer questions. Keep answers within the context of what was asked.
- Don't rely on your resume alone to sell you. Take the interview time to sell yourself to the company face-to-face.
- Don't get too nervous. Relax. Think of an interview as a conversation, not an interrogation. And remember the interviewer is just as nervous about making a good impression on you.
- Do not ask questions that raise red flags. Ask, "Is relocation a requirement?" and the interviewer may assume that you do not want to relocate at all. Too many questions about vacation may cause the interviewer to think you are more interested in taking time off than helping the company. Make sure you ask questions that have to do with position content and responsibilities. Benefit and salary information comes later.