

INTERVIEW PREPARATION

Do:

- Give a firm handshake and good eye contact.
- Bring spare copies of your CV in case they are needed.
- Accept a drink - water is best. Even the most confident interviewee gets thirsty. Moreover it establishes time for rapport and gives you more time to settle down.
- Ask for permission to take notes if you want to, this can show genuine interest and good technique - although be sure they are only for "key words" to refer to when you want to ask questions later.
- Ask good relevant questions. These questions can be prepared in advance but be sure that you do not repeat subjects already covered.
- Interviews are not firing squads - so try to smile occasionally as you would if you were in any other kind of meeting.

Don't:

- Mirroring - if you know what this is don't do it. Most interviewers will be aware of a deliberate use of it - it is very irritating and distracting.
- Fidget and fiddle or play with your hair or jewellery.
- Use your question time to ask about pay and benefits.
- Do not take verbatim or copious notes; you're there to listen!
- Don't stare but at the same time try to avoid looking down when answering questions.