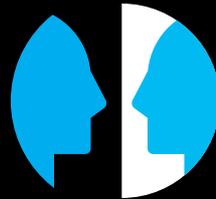
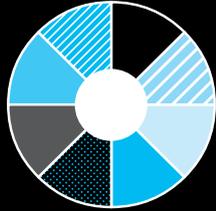




# WHAT NOT TO DO IN AN INTERVIEW



**FOUNDATION**  
RECRUITMENT



# WHAT NOT TO DO IN A JOB INTERVIEW

## Don't be late.

Make sure you leave with plenty of time; if you're unsure of the location do a trial run before the interview so you're confident you will arrive on time. It is important to arrive (at least) 10 minutes early to prove you're punctual, organised and serious about the opportunity. When waiting in reception, be alive to the fact employers often ask the reception team their opinion - be courteous!

## Don't go unprepared.

It is critical you research the organisation and the person conducting the interview (if known). What are the company's latest achievements, what's the size of the organisation, is there anything major happening in the industry you should be aware of? Anything that demonstrates your interest in the business will set you aside from other candidates.

## Don't bad mouth your current employer.

Be professional; express why you are leaving in a confidential manner. Be respectful of the time and experience you have had with your current/previous employers. Focus on selling yourself for the role based upon your own skills, drive and achievements.

## Don't swear.

Even if the interviewer swears, don't. It's not professional, it can sound aggressive and it can offend.



## **Don't assume you can be casual.**

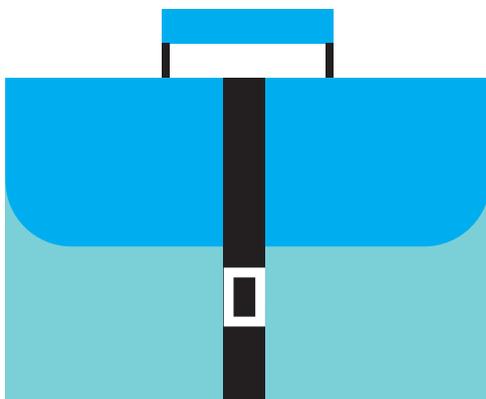
Whatever the interview, arrive looking sharp in a tailored suit. It may well be that the day-to-day role is casual, but for an interview it is important to look professional. First impressions account for a lot so make sure you look ready for business.

## **Don't lie.**

If you feel you need to lie about your experience or skills, it may be worth questioning if the role is right for you. Also if the interviewer uncovers you've been dishonest, the chances of you landing the job are slim! Be honest, if you don't have a skill, tell them you're willing to learn – get the job for your current skills and attitude. If you receive the job offer and you've been honest, you can start confidently rather than worrying about drowning in tasks above your capabilities.

## **Don't answer a phone.**

Before you enter the reception, turn your phone off and leave it in your bag and out of sight until you've left. It is important to be fully focused on the interview. Being interrupted by a phone can be considered as rude.



## **Don't be nervous.**

Easier said than done, but try and relax, take some deep breathes and focus. Don't fidget and try and keep positive, give open body language and a strong handshake. It is important to get your personality across so the interviewer can determine whether you will thrive in the company culture and nerves can hide this. Remember - an interview is a two way conversation; you need to ask them as many questions as you can about the company and the role to make sure you can make an informed decision if you receive a job offer.

## **Finally.....**

If you are interested in the position, clearly state the fact to the interviewer at the end of the interview. Also, thanking them for their time is polite and professional; manners cost nothing and don't go unnoticed. Don't be afraid of asking what the next steps are and when you can expect to hear from them. And lastly, once you have had time to digest the interview, be sure to feedback to your recruiter so they can then liaise with the client.