

Do's and Don'ts

DON'T be late. Ideally try to arrive a few minutes early. Companies generally have corporate information in their reception area, and this is a great source of last-minute memory-jogging information. It also gives you the chance to sit down, relax, and gather your wits, as opposed to rushing around risking being late.

DO create a positive first impression by smiling and shaking your interviewer's hand firmly.

DO wait until you are offered a chair before sitting. Sit upright. Always look alert and interested. Show that you are a good listener as well as a good talker.

DON'T chew gum or eat, check your phone or in any way act distracted from the interview.

DO look your interviewer in the eye while you talk to them.

DON'T answer questions with a simple "yes" or "no". Go into specific details wherever possible but don't go off on an irrelevant tangent.

DO make sure that you emphasize your achievements and suitability for the role throughout the interview.

DO structure your answers logically and sensibly.

DON'T waffle - that is a waste of your time and theirs. Keep your answer concise.

DON'T make anything up. Answer questions truthfully, frankly and as succinctly as possible.

DON'T make derogatory comments about your present or former employers. However, explaining why you want to move jobs is the perfect opportunity to talk about why you're keen on the company you're interviewing with. Which of their clients are you especially interested in? What projects have you been impressed by? Always be positive.

DO conduct yourself as if you are determined to get the job. Never close the door on an opportunity. It is better to be in a position where you can choose from a number of offers rather than only have one.

DO remember to breathe properly and smile, this will help reduce any anxiety you may be feeling.

DON'T wave your hands around when speaking or slouch in your seat. Body language is just as important as verbal language in creating a positive impression. Fold your hands in your lap if that helps.

DO ask questions at the end of the interview – for example, ask how they support career development of employees or what they personally like best about working for the company. This shows you are actively engaged in the recruitment process, and are clearly eager to join them.

DO ask your interviewer(s) if there's anything else they'd like you to cover or clarify. This is your opportunity to handle any concerns they may have.