

Going into interviews

DO



Make eye contact – this will show that you are eager and interested.



Introduce yourself with a strong handshake – first impressions always count.



Stay calm – this will help you to talk coherently.



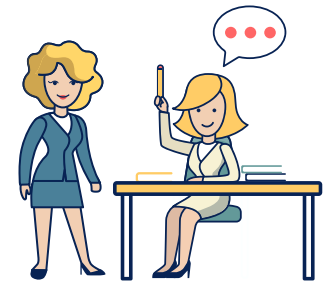
Sit up straight – sit confidently, and avoid slouching.



Be prepared – show that you know about the company and are interested in the role.



Smile – shows that you are excited about the job opportunity.



Ask questions – demonstrate that you are eager to know more and clarify anything you are unsure about.

DON'T



Don't cross your arms – this will make you appear guarded.



Don't play with your hair – this suggests nervousness.



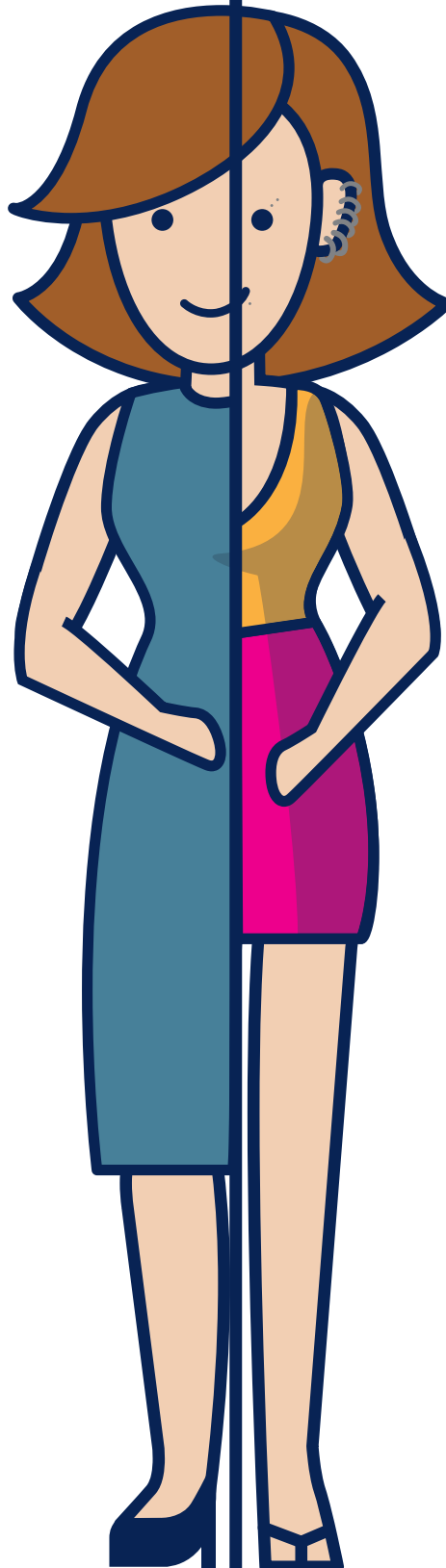
Don't be negative – don't bad mouth previous roles or employers.



Don't tell lies or exaggerate your skills and qualifications – body language speaks the truth.

DO

- Light make-up and perfume – less is more.
- Minimal jewelry.
- Neat and professional hairstyle.
- Solid coloured blouse or formal shirt.
- Long pants, slacks, a knee length skirt or even black jeans (no rips).
- Clothes that fit well and sit neatly.
- Conservative shoes such as low heels or flats.



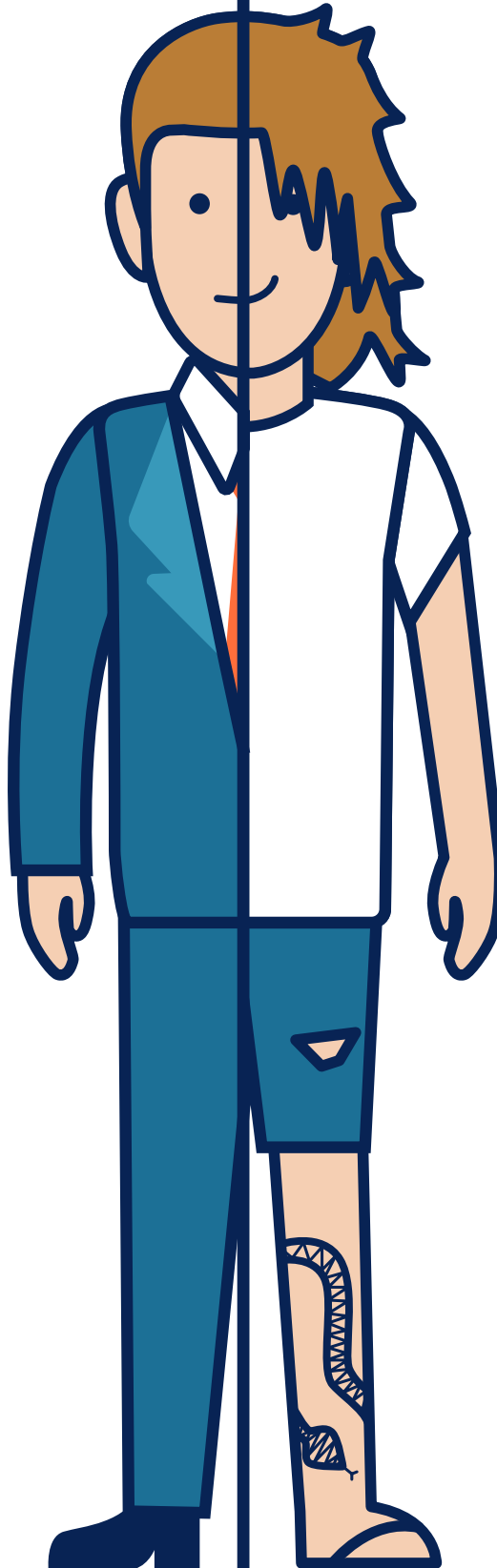
DON'T

- Lots of piercings.
- Long coloured nails.
- Wear bright coloured clothing and distracting patterns.
- Wear clothes that have stains.
- Wear plunging necklines.
- Wear short skirts.
- Wear thongs.

Dressing for interviews

DO

- Neat, professional hairstyle.
- Limited aftershave / cologne.
- Facial hair should be neat and trimmed.
- Solid coloured shirt tucked into pants.
- Long pants such as chinos, corduroy dress pants or black/blue denim jeans.
- Neatly trimmed nails.
- Belt with small buckle.
- Matching solid-coloured socks.
- Closed shoes such as leather/suede dress shoes, ankle boots, loafers or black sneakers.



DON'T

- Heavy jewelry.
- Leave large tattoos uncovered.
- Have long messy hair that covers face.
- Wear creased clothing.
- Leave shirt untucked.
- Wear dirty unpolished shoes.
- Have holes in clothing.