

THE DOS AND DON'TS OF INTERVIEWING

If you would like to set up a mock interview with the Director prior to your actual interview, please set up an appointment through the CSO.

DO:

- ✓ Research the firm or company.
- ✓ Wear a suit, have your shirt professionally cleaned, shine your shoes. This holds true even for women. Although dresses and pant suits are acceptable in the workplace, a conservative suit is always your safest bet for an interview.
- ✓ Practice your answers to difficult questions.
- ✓ Be on time.
- ✓ Mirror the handshake(s) of your interviewer(s). If the interviewer has a firm handshake, return it in kind. If theirs is weak, don't overpower them with yours. Generally, people don't like either wet noodles or vice grips.
- ✓ Admit that you are nervous if you are. Trying to hide it will only make it worse.
- ✓ Be energetic and enthusiastic.
- ✓ Sell yourself. Give the employer a reason to get excited about you.
- ✓ Make eye contact with your interviewer.
- ✓ Ask good questions.
- ✓ Get across your agenda. Talk about your strong points even if you are not asked about them directly.
- ✓ Be as flexible as possible when talking about your availability to start this position.
- ✓ Say a sincere "thank you" at the end of each interview. These people are taking time out of their day to interview you.
- ✓ Send a thank you letter or email to each person with whom you met-with correct name and spelling-ask for business cards.

DON'T

- ✗ Don't wear cologne or perfume.
- ✗ Don't smoke immediately before the interview.
- ✗ Don't wear trendy or casual clothing.
- ✗ Don't assume that the interview is merely a formality. Always sell yourself.
- ✗ Don't talk about dissatisfaction with the practice of law.
- ✗ Don't complain about your current employer. Express your reasons for leaving as a positive statement of what you are looking *for*, not a negative statement of what you want to get away *from*.
- ✗ Don't interrupt the interviewer.
- ✗ Don't leave your cell phone on during an interview.
- ✗ Don't talk too much or too little. The best interviews are always a two-way conversation between you and the interviewer.
- ✗ Don't fidget. If you tend to fidget and play with objects such as your pen or a paper clip, don't tempt yourself. Place your (empty) hands on your lap and keep them still.
- ✗ Don't talk about money until the employer raises the issue.
- ✗ Don't use foul language.
- ✗ Don't discuss inappropriate personal matters. Remember, this is a business meeting. Although an employer wants to get to know you personally to determine if you will work well together, they do not want to know about your current personal problems.
- ✗ Don't make remarks inappropriate to the environment. For example, don't refer to yourself as a "maverick" if you are interviewing for a team environment position.