

## DO's/DON'Ts

1. Why Do I Want to See You Everyday?
  - a. Show Your Personality, Smile, Who are You?
  - b. DO NOT be forgettable.
2. Oh No She Didn't.
  - a. Wear a Suit, Be Kind to Everyone, Have Resume
  - b. DO NOT Chew Gum, Be Late, No Spitting, Swearing, Fighting, Crying, Whining
3. What's Her Story?
  - a. Early in the Interview, give your Elevator Speech and move right into #4.
  - b. DO NOT ever say you don't know what you want to do/be when you grow up, even in an informational interview.
4. Are You in There?
  - a. Ask Good Questions, Listen and Respond, Take Notes & Dialogue, talk about an issue you know something about and Interviewer cares about.
  - b. DO NOT look like a Student at a lecture or Look Terrified
5. Feed the Ego.
  - a. Do Your Homework (not just NET-Work, network). I have an interview with x, who knows her, anything about her? In info-interview, what else you're doing.
  - b. DO NOT make me think you have no idea what I do.
6. It is NOT All About YOU.
  - a. It is about how you can help ME. Find out what I need. Interviewing is annoying and time-consuming. Someone is doing YOU a favor, not reverse.
  - b. DO NOT talk incessantly, nervously about yourself, do not ignore #4
7. Entertain Me
  - a. Tell me about your skills, make it interesting, successes and stories, not just who you worked for, what did YOU do WELL? Mistakes teach lessons too.
  - b. DO NOT read resume or just list job responsibilities.
8. If You Can't Say Anything Nice...
  - a. Talk about what you heard that you like. This sounds like a great work atmosphere. Unless the interviewer tells you he hates his job and you shouldn't work there...
  - b. DO NOT make Interviewer feel like you are buying a car, kicking her tires, don't criticize your current or former bosses.
9. What Ever Happened to Her?
  - a. Follow Up. DO IT, thank you note, email a week or so later, talk about what you talked about, not just generic note, seek to be memorable.
  - b. Don't STALK – no daily emails. DO NOT call, annoying.
10. So, You Didn't Get the Job. Whatever.
  - a. If you had ANY connection, tell the interviewer what you're doing, where you're interviewing. Ask about other jobs.
  - b. DO NOT just move onto the next interview and respond awkwardly when you see that person again.