Preparing yourself before an interview is one of the most important things in getting a job. But, like many people, you may forget that the job interview is a different situation and you have to act differently. Every minute spent preparing for an interview in an investment towards your future. **PREPARED** means you’ve done your homework, both on yourself and the organization!

**DO**
- dress in a professional manner.
- offer a firm and brief handshake.
- bring a clean copy of your resume.
- maintain good eye contact.
- show interest in the company and the position. Learn as much about the company before the interview.
- pay attention to the interviewer and listen.
- show enthusiasm and confidence in yourself.
- answer questions honestly.

**DON’T**
- arrive late.
- chew gum.
- wear heavy perfume or cologne.
- use poor language or grammar.
- discuss salary in the early stages of the interview.
- be a comedian. Conduct yourself in a serious manner.
- interrupt the employer. Allow enough time to finish the question before answering.
- bring up personal situations or problems.
- be arrogant or overly aggressive.
- bring your phone into the interview.

**RESEARCH - REPRESENT - REHEARSE - READY**