

## Guide to Interviewing

### SOME DO'S

- Dress appropriately; err on the side of being conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable and of a high standard.
- Know the exact time and location of your interview; know how long it takes to get there, park, and find a rest room to freshen up.
- Arrive early; a few minutes prior to the interview start time to prepare.
- Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.
- Listen to be sure you understand your interviewer's name and the correct pronunciation.
- Maintain good eye contact and listen well during the interview.
- Sit still in your seat; avoid fidgeting and slouching.
- Respond to questions and back up your statements about yourself with specific examples whenever possible.
- Ask for clarification if you don't understand a question.
- Be thorough in your responses, while being concise in your wording.
- Be honest and be yourself — your best professional self. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer.
- Treat the interview seriously and as though you are truly interested in the employer and the opportunity presented.
- Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker.
- Have intelligent questions prepared to ask the interviewer. Having done your research about the employer in advance, ask questions which you did not find answered in your research.
- Do not expect to be treated appropriately. If you believe you were treated inappropriately or asked questions that were inappropriate or made you uncomfortable, discuss this with Epic Legal Recruits.
- Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next.
- If you are interested in the position, directly indicate this.
- When the interviewer concludes the interview, offer a firm handshake and make eye contact. Thank the interviewer for their time.
- After the interview, make notes right away so you don't forget critical details.

### SOME DON'TS

- Don't make excuses. Take responsibility for your decisions and your actions.
- Don't make untrue statements — be 100% honest.
- Don't make negative comments about previous employers or professors (or others).
- Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.
- Don't give the impression that you are only interested in an organization because of its geographic location.
- Don't give the impression you are only interested in salary; don't ask about salary and benefits issues until the subject is brought up by your interviewer. If this is not discussed, Epic Legal Recruits can discuss this with the interviewer after the interview.
- If the interviewer asks you direct questions concerning your salary or salary expectations, redirect the interviewer to Epic Legal Recruits.
- Don't act as though you would take any job or are desperate for employment.
- Don't make the interviewer guess what type of work you are interested in; it is not the interviewer's job to act as a career advisor to you.
- Don't be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared looks foolish.
- A job search can be hard work and involve frustrations; don't exhibit frustrations or a negative attitude in an interview.
- Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.
- Don't chew gum or smell like smoke.
- Don't allow your cell phone to sound during the interview. (If it does, apologize quickly and ignore it.) Don't take a cell phone call or look at a text message.
- Don't worry and let the nerves subside!

