

Tips: Do's and Don'ts

Please find below some useful do's and don'ts with regards to the placement drive:

- DO: Dress to make a good first impression
 - DO: Know the exact time and location of your interview
 - DO: Arrive 10-15 minutes prior to the start time
 - DO: Greet the interviewer with a firm handshake and maintain eye contact
 - DO: Address the interviewer by their title (unless otherwise instructed)
 - DO: Sit still and upright in your seat throughout the interview
 - DO: Prepare questions to ask the interviewer
 - DO: Ask when you should expect to hear from the company next
 - DO: Thank the interviewer for their time
 - DO: Follow-up the interview with a thank-you letter
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- DON'T: Turn up late for the interview
 - DON'T: Make negative comments with regards to previous jobs
 - DON'T: Give the impression you're only interested in the job for the money
 - DON'T: Act as if you're desperate for a job
 - DON'T: Chew gum
 - DON'T: Smoke before the interview
 - DON'T: Leave your phone on during the interview
 - DON'T: Slouch in your chair
 - DON'T: Ask about salary or benefits – this comes after the job offer
 - DON'T: Ramble on – just back up each answer with relevant examples