

Dos and Don'ts – For an Internship Interview

Quoted from one of the articles on the internet:

“In a survey of 2000 bosses, 33% claimed that they know within the first 90 seconds of an interview whether they will hire someone.”

DOs	DON'Ts
<ul style="list-style-type: none"> • Do understand, most importantly, that a lot of students have applied for the same position and companies generally screen individuals on the basis of your resumes. • Punctuality is important. Know the exact time and location of your interview and make sure to arrive well before your assigned time • Choose your outfit wisely - Dress for success • Be well prepared on some of the basic questions that might be asked • Research on the company, its core operations, divisions, etc. • Be confident while you enter the room. Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer. • Do ensure eye contact with everyone if it's a panel interview • Be honest about what you speak • Stay focused. Interviewer is not interested to hear speeches on you. • You should be able to sell yourself – think of at least 3 main points as to how you are better when compared to others in line for this internship opportunity • Do respond to questions and back up your statements about yourself with specific examples whenever possible • Do treat the interview seriously and as though you are truly interested 	<ul style="list-style-type: none"> • 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 or salary/compensation. Don't ask about salary and benefits issues until the subject is brought up by your interviewer • 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 • During the interview, avoid bad posture • Avoid sitting with your arms crossed • Do not fidget and do not use too many hand gestures • Do not try to engage others in informal discussions • Don't chew gum or smell of cigarette 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. Don't look at a text message

in the employer and the opportunity presented

- Do exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with
- Do 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 Career Development Centre representatives OR the advisor
- Thank the interviewer for his time, while leaving
- Write a thank-you letter OR an email to your interviewer promptly

- Don't take your parents, friends or other relatives to an interview. If you are not grown up and independent enough to attend an interview alone, you're insufficiently grown up and independent for a job.

For Resumes/CVs:

- Use professional format and get the basics right;
- Make your CV look presentable, concise, concrete and complete. An ideal CV should not exceed more than TWO PAGES;
- Provide the updated information;
- Don't make trivial spelling and grammatical mistakes. Check thoroughly for correct spelling and grammar;
- Use the similar font and the font size throughout your CV;
- Avoid using tacky email addresses on your resumes. It's always better to have a decent, professional one;
- Don't just jump to any internship opportunity which comes across; internship should be linked with your career goals and interests.