**What to DO during a job interview:**

1. Dress smartly, look bright and attentive, and speak clearly and confidently. Don't forget that in the first few minutes only 7% of the interviewer's opinion of you is formed by what you say - the rest is judged on how you look, act and sound.
2. Find out where the interview is ahead of time, how to get there and how long it takes.
3. Get your outfit ready the night before.
4. Examine the job description and desired qualifications and think about what type of questions they will ask you.
5. Look up online and prepare answers for the most commonly asked questions - for example, why do you want the job, what are your strengths and weaknesses, what are the main tasks in this job?
6. Make about three or four points in each answer.
7. Quote real examples of when you've used certain skills - just saying you've got a skill isn't enough.
8. Take your time when answering the questions: make sure you understand the question and take your time if you need to think.
9. Sell yourself: no one else is going to! Be positive about yourself and your experiences.
10. Prepare some questions to ask at the end of the interview - use it as an opportunity to find out more about the role and the company.
11. When discussing salary, know your market worth and start by quoting a little higher than this.
12. Turn off your mobile phone: treat the interviewers with respect and give them your undivided attention.
13. Keep your answers focused on what you can do for the employer, not what they can do for you.
14. Get feedback on your performance after the interview, whether you were successful or not.

https://nationalcareersservice.direct.gov.uk/advice/getajob/interviews/Pages/Interviewsdosanddonts.aspx