

DOS AND DON'TS IN JOB INTERVIEWS

Watch the video and fill in the gaps.

Most interviews, no matter what the industry, are desiring to assess a few key areas: _____, interest in the job being offered, _____ for the job including applicable _____ and _____.

Dress for success

Do be sure to dress _____ for your interview.

If you are a man, wear a _____. You can never go wrong with _____ or charcoal grey, a _____ shirt and a nice _____.

If you are a woman, do make sure you wear a _____ for the interview. Either a _____ suit or a _____ suit is fine. Don't wear _____ jewellery, _____ colours or _____ make-up.

Handshakes

Don't give a _____ handshake. Do give a firm but not _____ handshake.

Also don't forget to make _____ and _____.

How to handle some key questions

This isn't a licence to tell your _____. Rather use this as an _____ to give a _____ summary of your career abilities and _____.

Assessing your weaknesses

Interviewers want to know how you assess your good points and bad points. When discussing your weaknesses, _____ personality and character flaws. Instead _____ areas that can be improved upon over time.

Inappropriate questions

It is actually _____ for interviewers to ask certain personal questions such as your _____ or _____, so you don't need to volunteer that information.