

# 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.