

Preparing for Your Interview: *Do's and Dont's*

DO

1. **DO follow all directions on your application.** Carefully read and complete all sections. Do **not** write in cursive, **only your signature should be in cursive.**
2. **DO use correct grammar on your application.** Answer all questions in complete sentences, using proper English and correct grammar (no language used for texting or social media).
3. **DO your research.** Know as much as possible about the company you are going to interview with, including who they are, what they do, and their mission statements. Check out the “about” section on their website.
4. **DO dress neatly and appropriately.** Make sure your clothing is clean and pressed, otherwise it will appear you do not care. Dress professionally unless your recruiter tells you otherwise. It is better to overdress than underdress.
5. **DO bring your information.** Bring multiple copies of your resume, cover letter and references in a professional binder. It's also important to bring paper and two black pens.
6. **DO prepare questions for the interviewer.** The questions can be about the company, your responsibilities, recent events the company has been involved with, etc. About 3-7 are good, it's OK to refer to your notes when asking questions - that shows you had the foresight to prepare for the interview. Make sure your notes look neat and clean.

DON'T

1. **DON'T arrive too early or late.** Arrive between 5-15 minutes early, no more or no less. The time of day your interview is set can have a huge impact on your driving time, so be prepared.
2. **DON'T lie.** This seems simple, but don't say you know something when you clearly don't, especially in a technical interview. This may be the No. 1 blunder. Again, the interviewer knows the correct answers and will know when you don't. It's OK to say you don't know, but are willing to learn.
3. **DON'T badmouth past employers.** Even if you felt your last boss was not great, everyone in the company was intolerable, you disliked your job and couldn't wait to leave - don't say so. It is sometimes a smaller world than you think and you don't know who your interviewer may know.
4. **DON'T leave your cell phone on.** Don't even turn it on mute or vibrate. Turn it off.
5. **DON'T smell like smoke.** Especially if it is a position where you will have customer contact. If you have to smoke beforehand, make sure it's outside, wash your hands and use good, strong mints. If you choose to chew gum, be sure to discard it before the interview.

Connect with your COIII to learn more about the Second Chance Centers. Upon release email dersreentry@azdes.gov to connect with an employment specialist. You can also Schedule a Virtual Appointment to meet with an employment specialist from our DES website <https://des.az.gov/services/employment/job-seekers>