

Government Polytechnic, Aurangabad
(An Autonomous Institute of Government of Maharashtra)

Training and Placement Cell

DO'S

- *Dress well to make a good first impression*
- *Know the exact time and location of your interview*
- *Arrive 10-15 minutes prior to the start time*
- *Greet the interviewer with a firm handshake and maintain eye contact*
- *Address the interviewer by their title (unless otherwise instructed)*
- *Sit still and upright in your seat throughout the interview*
- *Prepare questions to ask the interviewer*
- *Ask when you should expect to hear from the company next*
- *Thank the interviewer for their time*
- *Follow-up the interview with a thank-you letter*

DON'TS

- *Turn up late for the interview*
- *Give the impression you are only interested in the job for the moment*
- *Act as if you're desperate for a job*
- *Chew gum*
- *Leave your cell phone on during the interview*
- *Slouch in your chair*
- *Ask about salary or benefits - this comes after the job offer*
- *Ramble on – just back up each answer with relevant examples*