

- **Don't Lie**—Answer questions truthfully, frankly and to the point. Failure to tell truth reveals a character trait that is difficult to remedy.
- **Don't Accept a Cup of Coffee or Drink**—What could be more embarrassing than dumping a cup of coffee all over yourself, the interviewer or the desk?
- **Don't Overstay Your Welcome**—Watch for signs that the interviewer is ready to close the interview.
- **Don't Assume**—Just because an employer has your application and résumé they are aware of all the information it contains. Employers often review several applications and résumés for a single job. Your job at an interview is to explain the information contained in the résumé and application.
- **Don't Ask Questions About the Salary, Vacation or Benefits**—Unless you are being seriously considered for the position. It is a good idea to ask questions about the company and position before asking about salary and benefits.
- **Don't Chew Gum.**
- **Don't Take Anyone Along, Go Alone.**
- **Don't Discuss Problems You Had on a Previous Job.**
- **Don't Discuss Medical Problems.**
- **Don't Talk Negatively About Previous Employers.**
- **Don't Talk About Personal Issues or Problems.**