

## ALWAYS, SOMETIMES, NEVER DISCUSSION GUIDE

**1. Wear jeans, even with holes in them. (NEVER)**

It might be okay to wear *nice* jeans when applying to a casual company where jeans are part of the everyday attire of that organization, but never with holes or obvious stains. However, always dress a notch above what the everyday wear is anyway.

**2. Ask the interviewer question(s) at the end. (ALWAYS)**

It shows your interest if you ask questions at the end and it's an opportunity to get information you need to help you decide if the job is a good fit for you. Generally, you don't want to ask about pay or benefits, or time off early in the process. But at the very least, ask what the next step of the hiring process is.

**3. Arrive at least 15 minutes before your interview. (ALWAYS)**

You may need to show up earlier if they have asked you to show up in time to complete some paperwork.

**4. Drive the route the day before to see if there are delays such as trains or construction. (ALWAYS/SOMETIMES)**

The only exception might be if you live very close to where your interview is and already know the route extremely well.

**5. Send your follow-up message the next day. (NEVER/SOMETIMES)**

Always follow up the interview with at least a thank you note the next day. If they tell you they plan to get back to you by the end of the day, then follow up as soon as you can. The only exception would be if they say don't contact us unless we contact you. Besides expressing thanks, a follow up message is a good chance to ask what the next step in the hiring process is (if you forgot or ran out of time during your interview) or to shore up any questions you felt you didn't answer fully due to nervousness. Don't let your message get too long, though!

**6. Answer questions in one- or two-word responses. (NEVER)**

Have specific examples from your experiences to help you answer questions every time. If you don't understand the question, or experiences aren't coming to you, buy yourself some time by asking for clarification.

**7. Tell negative stories about your last job/manager. (NEVER)**

This will lead them to wonder what stories you will tell about them if you ever leave. It also indicates a lack of self-awareness about the overall situation. If you can't find a way to describe the situation nicely, then that's not the example to use in the interview.

**8. Wear comfortable shoes. (ALWAYS)**

You never know how much walking will take place.

9. Answer the question “What is your biggest weakness?” with a strength. **(Never/Sometimes)**

If you do, it comes across as phony. This question is intended to measure your ability to reflect. A good approach is to describe how you identified a weakness and what actions you took to improve yourself, focusing on the improvement more than the weakness.

10. Print copies of your resume with references to bring to the interview, even if they already have a digital copy for your application. **(ALWAYS)**

11. Check your phone/smartwatch when it goes off during the interview. **(NEVER)**

You should silence your phone/smartwatch before the interview and put it out of sight. You want to convey that this interview is the most important thing for you in this moment.

12. Avoid eye contact with the interviewer. **(NEVER)**

If you struggle with this, practice having conversations with intentional eye contact prior to the interview.

13. Before the interview, research the company and understand its mission, values, and culture. **(ALWAYS)**

Look at keywords that are important to that company and try to add them in your responses to questions.