

# VC Career Directions

"A job is for a day, a career is for a lifetime."

## DO'S AND DON'TS FOR THE JOB INTERVIEW

- DO arrive before the appointed time. This will give you a chance to relax.
  - DO act polite but not over polite. "Yes Sir," "No Sir," and "Thank You" can appear to be insincere if used too frequently.
  - DO act confident but not over-confident.
  - DO shake hands firmly and stand until offered a chair.
  - DO thank the employer for interviewing you.
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- DON'T use the interviewer's first name unless asked.
  - DON'T take anyone with you to the interview.
  - DON'T smoke or chew gum, even if the interviewer does.
  - DON'T tell a prospective employer about other companies that turned you down.
  - DON'T apologize for lack of experience or training; stress your strong points instead, such as your ability to learn quickly, assume responsibility, etc.
  - DON'T watch the clock.
  - DON'T ask to use the company telephone.
  - DON'T put anything on the interviewer's desk.
  - DON'T mention influential friends or acquaintances in the organization.
  - DON'T try to be funny.
  - DON'T make elaborate promises.
  - DON'T plead for a job.
  - DON'T hang around after the interview.
  - DON'T forget: You are the winning candidate for the job!!!