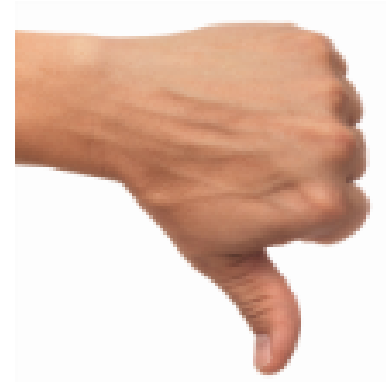


DOs



- + Be **on time** (10 minutes before your appointment)
- + If you are **late because of unforeseeable circumstances**, please **call** and give notice.
- + Behave **naturally, polite** and **courteous**
- + **Listen** carefully to be able to **answer appropriately**
- + Mind your **body language**
- + **Show interest** and ask detailed questions which demonstrate that you invested some time in preparing for the job interview (e.g. did some research on our websites)
- + **Dress appropriately**, according to the situation

DON'Ts



- Do not be **late**.
- Do not be **unprepared**
- **Do not interrupt** your vis-à-vis
- Do not keep your **cell phone** turned on during the interview (please set it to mute not vibrating)
- **Do not answer questions avoidantly or excessively** (answer to the point, don't loose yourself in lengthy stories)
- Do not **look somewhere else**, if somebody is talking to you