Most interviews, no matter what the industry, are designed to assess a few key areas: professionalism; interest in the job being offered; fit for the job, including applicable skills; and personality. Here are some tips of the Dos and Donts of interviewing.

Do be sure to dress appropriately for the interview. If you are a man, wear a suit. You can never go wrong with navy blue, charcoal gray, a white shirt and a nice tie. If you are a woman, you make sure you wear a suit for the interview. Either a skirt suit or a pantsuit is fine. Don’t wear large jewelry, loud colors or too much make up.

Don’t give a man handshake “Nice to meet you.” Do give a firm but not bone-crushing handshake. The key to a good handshake is to get the web between your thumb and forefinger fully in contact with that of the person with whom you are shaking hands. Also, don’t forget to make eye contact and smile.

-So tell me about yourself.

-Well, I was born in San Francisco and then my family moved to Boston, well actually the suburbs of Boston, about 20 minutes outside. But you know you tell everybody Boston. And then I went to UPenn in Pennsylvania. And I started out as an art history major and then I switched to economics, but then I wasn’t so sure so I switched back to art history. And then I had a complete more credit to do the major. It was kind of a pain. So now I’m here with the possibility that I might might apply for law school next fall.

This isn’t a license to tell your life story, rather use this as an opportunity to get the concise summary of your career, abilities and goals.

-And I’m a very energetic and organized person which is why I’m drawn to opportunities such as this one. I have over four years’ experience at the associate level. And I’d like to further my career path. And I’m also fluent in French and I studied and lived in Paris.

-Good.

Interviewers want to know how to assess your good points and your bad points.

-What would you say is your greatest weakness or area you can improve upon?

-I have a tendency to oversleep. In the past, I have overslept and missed important meetings.

-OK.

When discussing the weaknesses, avoid personality and character flaws. Instead, focus on the areas that could be improved upon over time.

-If someone isn’t working hard enough, sometimes they end up picking up the slack. I’m working on just sticking to my own order of business.

-So, are you married?

-I’m single.

It’s actually illegal for interviewers to ask you certain personal questions such as your age or marital status, so you don’t need to volunteer that information. If you like, you can answer like this:

-Let me ask you, are you planning to have a baby in the next few years?

-I’d rather keep the focus on the job, not my personal life.

-OK, that’s fine.

-Sorry to keep you waiting. Thank you for coming in today.

-Nice to meet you.

-Yeah, nice to meet you too.

-Do you have a copy of your resume?

-Here you go.

-Thanks.

-Do you have a business card?

-Yes.

-Thank you.

-So, tell me about your last job.

-Well, it was really interesting because it had a lot of different elements to it. And I had a lot of responsibilities in the position. For example, Oh, excuse me. Oh, hey, how are you? Do you mind? Is that all right? Yeah, not too much. OK, see you then. Bye. So as I was saying before.

If you forget and it goes off during an interview, apologize immediately and turn it off without checking who is calling or answering it.