**DOs for Job Seekers**

***(Что НАДО делать в поисках работы)***

• DO learn ahead of rime about the company and its product.

• Do your homework.

• DO apply for a job in person.

• DO let as many people as possible know you are "job hunting."

• DO stress your qualification for the job opening.

• DO mention any experience you have which is relevant to the job. .

• DO talk and think as far as possible about the future rather than the past

• DO indicate, where possible, your stability, attendance record and good safety experience.

• DO assume an air of confidence.

• DO approach the employer with respectful dignity.

• DO try to be optimistic in your attitude.

• DO maintain your poise and self-control.

• DO try to overcome nervousness and shortness of breath.

• DO answer questions honestly.

• DO have a good resume.

• DO know the importance of getting along with people.

• DO recognize your limitations.

• DO make plenty, of applications.

• DO indicate your flexibility and readiness to learn.

• DO be well-groomed and appropriately dressed.

**DON'Ts for Job Seekers**

***(Что НЕ НАДО делать в поисках работы)***

• DON'T discuss past experience which has no application to the job situation

• DON'T apologize for your age.

• DON'T be untidy in appearance.

• DON'T display "cocksuredness".

• DON'T beg for consideration.

• DON'T mumble or speak with a muffled voice.

• DON'T be one of those who can do everything.

• DON'T hedge in answering questions.

• DON'T express your ideas on compensation, hours, etc. early in the interview.

• DON'T hesitate to fill out applications, give references, take physical examinations or tests on request.

• DON'T hang around, prolonging the interview, when it should be over.

• DON'T go to an interview without a record of former employment.

• DON'T arrive late and breathless for an interview.

• DON'T be a "know it all" or a person who can't take instructions.

• DON'T isolate yourself from contacts that might help you find a job.

• DON'T feel that the world owes you a living.

• DON'T make claims if you cannot "deliver" on the job.

• DON'T display a feeling of inferiority.

• DON'T write incorrect information on your CV to make it look better.