

Job Interviewing Top 10 Mistakes

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10 Easy Steps
to get the
Job You Want!

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- 1. Being late.** Do whatever you can to avoid being late, in addition to setting an alarm. Know in advance where you have to go, how you'll get there and how long it will take.
- 2. Being unprepared.** Even if you have only a day to prepare, spend some time learning about the position, company and interviewers. Rehearse your personal pitch and answers to typical interview questions.
- 3. Being rude.** There is no excuse for being rude to anyone. Word travels fast, so be as pleasant and congenial to the receptionist as you would be with the CEO.
- 4. Not making appropriate eye contact.** Shifty eyes might make you appear nervous and untrustworthy. Staring, on the other hand, can be disconcerting. Appropriate eye contact will serve to ease the conversation.
- 5. Rambling on.** Answer the interviewers' questions in a clear and concise manner. Preparing your answers in advance will help keep you focused and on track.
- 6. Being arrogant.** Of course you want to acknowledge your accomplishments, but be sure to give credit where it's due. You can't be too modest, but arrogance will do you no good.
- 7. Bad mouthing.** Whether it's your boss, your colleagues, your company, or the parking attendant, refrain from speaking ill of anyone. It's unprofessional and reflects poorly on you.
- 8. Talking about compensation.** Unless the interviewer brings up the topic, it's not the time or place to talk about compensation. At this stage you want to focus on the job and what you can bring to the company, not what they can do for you.
- 9. Not looking the part.** Find out in advance what the typical style of attire is at the company. Err on the conservative side and make sure you're also well groomed.
- 10. Not following up.** Most people follow up with a thank you note after an interview. What will differentiate you, then, is if you fail to follow up.

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