

Top Interview Mistakes Made by Job Candidates

1. Unprepared

- No knowledge of what company does, company history, values, mission, industry
- Unsure of what job and responsibilities are

2. Lack of Interest/Enthusiasm

- No questions asked
- Unable to communicate why they are interested in job/company
- Low energy level
- Failure to ask closing questions to get the job

3. Inappropriate Attire

- Too casual, too much perfume/cologne/makeup/jewelry
- No visible body piercings except earrings for women,: men remove earrings
- Rule of thumb: Conservative business attire - always!

4. Poor Body Language

- No eye contact/facial expressions
- Learning on chair/desk/table
- Fidgeting
- Weak handshake
- Slumping back in seat

5. Lack of Resume Knowledge

- Cannot articulate accomplishments/provide specific examples
- Inability to describe experiences that led to results stated on resume
- Overstated/incorrect work history

6. Lack of Punctuality

- Being late without reason
- Arriving too early Rule of thumb: Arrive 10-15 minutes before scheduled time

7. Unprofessional Behavior

- Talking negatively about past company/manager/employees
- Chewing gum
- Using inappropriate language

8. Rambling Answers

- Talking so much that the specific interview question asked is not answered
- Bragging/displaying arrogance rather than confidence
- Rule of thumb: Keep answers concise, 2-3 minutes

9. Cell Phones TURN THEM OFF!!!