

# “Job Interview Mistakes”

*For many, the interview is the single most stressful part of the job search process. Any number of things can go wrong, and a big part of being successful is avoiding simple mistakes. The following is a list of some of the most common mistakes during an interview.*

**1. Failure to research the company:** An interviewer will expect candidates to spend time researching and reading about their company. Do your homework before the interview; really know what the company does and who their competitors are. If you have not taken the time to review the employer website and understand what they are recruiting for, then you are reducing your chances of continuing successfully through the interview process.

**2. Not clear on what you're interviewing:** Be familiar with the job description so you can draw on your experiences, talents, strengths and abilities to connect with company needs. Highlight how you're suited to that particular job.

**3. Not marketing yourself correctly:** Define yourself. What makes you different from others? Know your major strengths and accomplishments as they relate to the job you are applying for and the company.

**4. Not asking meaningful questions:** Have at least 3-4 intelligent questions to ask the recruiter. It's OK (it actually leaves a positive impression with the recruiter) to have them written down in advance and to reference them at the appropriate time. Interviews are an exchange of information, and not coming in with questions shows that you did not prepare for the whole interview.

**5. Under-dressing for the interview:** Professional attire and attention to detail still count. You can never be too professional. Remember that everything - your appearance, your tone of voice, your conduct - contributes to the impression (positive or negative) that you make. Be presentable-wear a pressed suit and shirt and polished shoes.

PROFESSIONAL