

TEN COMMON MISTAKES MADE DURING AN INTERVIEW

(Based on reports from 153 firms)

1. Poor personal appearance.
2. Lack of interest and enthusiasm: passive and indifferent.
3. Over emphasis on money: interested only in the best dollar offer.
4. Condemnation of past employers.
5. Failure to look at the interviewer when conversing.
6. Limp, fishy handshake.
7. Unwillingness to go where sent.
8. Late to interview.
9. Failure to express appreciation for interviewer's time.
10. Ask no questions about job.

WHEN YOU HAVE AN INTERVIEW:

1. Dress appropriately.
2. Be enthusiastic – show interest in the company.
3. Ask questions that show your willingness to work.
4. Speak about prior employers in positive terms.
5. Keep eye contact.
6. Use a firm handshake.
7. Be willing to do what is asked.
8. Be on time.
9. Express thank you for interview.
10. Ask questions about the job.

