

# COMMON MISTAKES PEOPLE MAKE ON JOB INTERVIEWS

1. **Not taking the interview seriously.** Don't make the mistake of thinking the interview is just a formality. The biggest error you can make is to assume that, because you've gotten this far, the job is in the bag.
2. **Dressing down.** How you present yourself during your initial meeting with a potential employer is very important, and your physical appearance can speak volumes to someone who is meeting you for the first time. Even if you know that the firm allows employees to wear jeans, it is not appropriate to wear jeans to your interview.
3. **Not showing why you're the best choice.** Be familiar with the job description of the position you're interviewing for so you can illustrate how your experience, abilities, and strengths are in line with the company's needs. Many potential employers want to know why they should hire you specifically.
4. **Being too modest.** Failing to talk yourself up during an interview is one of the most self-defeating mistakes you can make. Don't be afraid to talk up everything you've accomplished, whether in school or in previous companies. This is your time to shine.
5. **Talking too much.** Be careful not to talk over the interviewer. This meeting should be a two-way conversation. Sit calmly and listen carefully, answering questions thoughtfully. Ask the interviewer to repeat questions.
6. **Trash talking.** Even if you hated your former boss, or felt you were treated unfairly by your previous employer, a job interview is not the place to complain. If you were laid off or fired from a previous position, be prepared with an explanation that puts a positive spin on the circumstances.
7. **Failing to ask questions.** Your resume and application may be impressive on paper, but employers also appreciate a candidate who can ask several intelligent questions during an interview. Prepare at least 3 or 4 questions in advance to ask the interviewer. Questions you can ask are: Tell me what a typical day looks like. Is travel required? Is there an opportunity for advancement? What skills are considered most useful for the success in the position I'm applying for?
8. **Forgetting the follow-up.** Make sure to send a handwritten thank-you note or polite email to the interviewer expressing gratitude for his or her time and consideration. And while you don't want to start calling the company on a daily basis, a phone call checking in a week after the interview is perfectly acceptable.