

10 Common Interview Errors to Avoid

Interviewing is a highly competitive activity. On average, only 1 of 10 interviews result in a job offer. No one will conduct a perfect interview, but by being well prepared you will minimize the possibility of making critical errors. The following are some of the more common mistakes people make in interviewing. Study this list closely, and make every effort to avoid these errors – they can cost you a job offer!

COMMON INTERVIEW ERRORS

1. **No-shows and tardiness.** If you don't show up for an interview, or if you are late for an interview, you won't get the job! Once you have agreed to an interview you must take whatever steps or actions are necessary to ensure you get there. Show up – on time!
2. **Cell phones.** Bringing a cell phone into an interview – even if it's turned off or on silent – is considered very rude and disrespectful. Leave your cell phone in the car!
3. **Poor first impressions.** Making a positive, professional first impression is one of the most important parts of interviewing. When you meet the interviewer; stand up, smile, make direct eye contact and extend your hand for a strong, firm handshake. Enthusiastically tell them you're happy to meet them and excited about the opportunity!
4. **Negativity.** You may have had some bad experiences with a previous boss or employer, but don't be negative. Maintain a positive attitude throughout the interview and never "throw anyone under the bus".
5. **Not asking questions.** At the conclusion of their questions, the interviewer will probably ask if you have any. If you don't ask questions you might give the impression that you're not interested in the company, the job, or the interviewer.
6. **Dishonesty.** Interviewers are highly trained professionals and have ways of knowing if you are giving honest answers. If you lie or try to mislead them, they will know – and it will impact their decision.
7. **Rude behavior to others.** If you are rude to the receptionist or administrative assistant – it will get back to the interviewer and it will influence their decision! Be courteous, friendly and respectful to everyone you meet in the process.
8. **Lack of interest or enthusiasm.** If you want the job, tell them! Employers value enthusiasm and want people that want to work for them.
9. **Inappropriate language.** Vulgar, obscene or off color language in any interview is a fast ticket to a job rejection. Professionalism counts!
10. **Sloppy appearance.** Over half of any interview is visual. That starts with the way you dress! A highly polished and professional appearance is a critical part of any interview.

Review this list closely and make sure you avoid all of these mistakes. **Good luck!**