



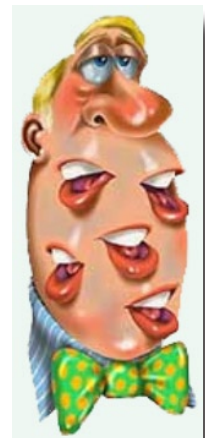
40 Interview Mistakes That Can Knock You Out Of The Running!



Directions: Review this list and ask yourself if you've made any of these mistakes. If so place a check mark in the box. These are areas you need to strengthen if you want to avoid the interviewer's knockout punch.

Get with a job search professional and do a video taped mock interview!

- 1. Interviewee fails to link their total life, work and educational experiences to the employer's needs!
- 2. Interviewee bad-mouths prior employers, job duties, co-workers, supervisors or company!
- 3. Interviewee volunteers negative, pejorative or personal information.
- 4. Interviewee has trouble countering objections (age, experience, terminations, poor performance, job gaps, etc.) or addressing obvious interviewer concerns.
- 5. Interviewee presents vague answers to specific interview questions. (Example: "I'll be an asset to the company." The interview want to know how?)
- 6. Interviewee talks too much...loquacious...has run-on, motor mouthing responses.
- 7. Interviewee fails to talk-the-talk of the job...doesn't use their career vocabulary...the key words of the job or the field.
- 8. Interviewee fails to present their most marketable skills, abilities, successes and achievements...spends time talking about irrelevant information.
- 9. Interviewee exhibits inappropriate interview clothing, physical appearance, too much jewelry, overkill perfume or cologne or exhibits poor personal hygiene.
- 10. Interviewee focuses only on money vs. their value to the company and how they'll fit with the company, dept., co-workers, supervisors or the job.
- 11. Interviewee exhibits limited knowledge of the career field, the company and its products or the job demands.
- 12. Interviewee asks no questions, too many questions or inappropriate questions.
- 13. Interviewee talks about inappropriate topics or exhibits bizarre interview behaviors.
- 14. Interviewee is late for the interview...and doesn't call to inform why or reschedule.
- 15. Interviewee creates poor chemistry, negative psychological impact or bad first impression: limp handshake, poor eye contact, no smile, poor posture.
- 16. Body language is inconsistent with verbal information being presented. Fidgets, crossed arms, looks away during tough interview questions.
- 17. Interviewee shows no real interest in the field or the company...just job shopping, looking for a job vs. career.
- 18. Interviewee comes to interview with friends or children.



**Is your mouth
your worst enemy?**

- 19. Interviewee makes excuses, refuses to take responsibility for mistakes, is evasive or hedges on answers.
- 20. Interviewee has trouble answering behavioral questions. Example: “Give me an example when...” or “Specify a situation when...”.
- 21. Interviewee demonstrates inability to accept constructive criticism or supervision.
- 22. Interviewee demonstrates intolerance, prejudice or shows a lack of acceptance of cultural diversity.
- 23. Interviewee has no ambition. Specifies no long term career objective or desire for upward mobility...they’re just looking for paycheck to feed the bulldog.
- 24. Interviewee doesn’t exhibit excitement, enthusiasm, life or energy during the interview.
- 25. Interviewee is ill-mannered...demonstrates no tact, style or class...is overly aggressive, overbearing, knows it all.
- 26. Interviewee is unable to talk about prior achievements or successes from their life, work and/or education.
- 27. Interviewee demonstrates little preparation (tries to wing it)...overly nervous, lacks confidence, poise or stability answering simple questions.
- 28. Interviewee has unrealistic expectations with regards to pay, responsibilities or job duties...expects to start at top.
- 29. Interviewee demonstrates immaturity...poor communication skills (uses slang), poor manners, gum chewing, trendy clothing, etc.
- 30. Interviewee shows no appreciation for the interviewer or their time. Doesn’t send thank you notes.
- 31. Interviewee doesn’t demonstrate appropriate social or interpersonal skills...calls interviewer by their first name.
- 32. Interviewee doesn’t stress their reliability, dependability, punctuality or superior attendance.
- 33. At the end of the interview, the interviewee fails to let interviewer know they want the job, can do the job and doesn’t make a commitment to the interviewer and the company .
- 34. Interviewee fails to lock themselves into the memory of the interviewer...they forget to use the concept of primacy and recency (People remember best what they see and hear first and last).
- 35. Interviewee doesn’t understand the sequence of the interview, the types of questions they’ll be asked or the rationale for the employer asking them.
- 36. Interviewee talks money too soon, divulges too much personal/financial information or doesn’t make any attempt to negotiate.
- 37. Interviewee responds to questions with one or two word answers.
- 38. Interviewee “puffs up/lies” about their qualifications. Can’t reinforce statements with documentable results.
- 39. Interviewee’s answers sound like they were tape recorded...canned or cloned responses.
- 40. Interviewee forgets they’re being interviewed from the time they hit the parking lot, front door and waiting room.

Interviewing Is Like Walking A Verbal Tightrope...
One Slip Of The Tongue Can Eliminate You!

