

## How To Avoid The Top Five Interview Mistakes

(NAPSA)—What’s the biggest mistake you ever made during a job interview? Show up late? Insult the interviewer? How about eat a sandwich? In a recent survey, CareerBuilder.com asked over 400 hiring managers to share the most memorable blunders that caused them to pass on a particular candidate. Here’s what not to do:

#1—Hiring managers say they avoid candidates who exhibit poor language skills and a tendency to reveal too much or too little information.

Examples:

- “The candidate said he had days he could not give 100 percent.”
- “She kept telling me about her personal problems.”

Tip: Choose your words wisely and listen closely. Candidates must show they can think quickly on their feet and effectively communicate why they are best suited for the job.

#2—Hiring managers say they don’t consider candidates who are unprepared, distracted or unprofessional.

Examples:

- “He knew nothing about the job being offered.”
- “The woman answered her cell phone.”

Tip: Do your homework. Research the company, its industry and competitors. Make sure to shut off cell phones and pagers before your arrival.

#3—Hiring managers say bored or cocky attitudes are a turn-off.

Examples:

- “He asked me to speed up the interview because he had a lunch date.”
- “He told me the only reason he was here was because his mother wanted him to get a job. He was 37.”

Tip: Keep positive. Avoid saying anything negative about a previous



employer and show enthusiasm for the new opportunity.

#4—Hiring managers say appearance influences the hiring decision.

Examples:

- “One candidate did not wear shoes.”
- “He showed up in jeans and a t-shirt with dirty fingernails and looked like he just woke up. He also smelled of alcohol.”

Tip: Leave the jeans at home. Even if the company dress is casual, you don’t want to seem casual about the job opportunity. Groom properly and wear business attire.

#5—Hiring managers say dishonesty calls for dismissal.

Examples:

- “One guy mentioned his arrest during the interview after stating on his application that he had never been arrested.”
- “One guy asked if we drug-tested and if we gave advance notice (we are a drug treatment facility).”

Tip: Honesty is always the best policy and remember, even the most innocent question, if not worded properly, can give the wrong impression.

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