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### 10 MISTAKES PEOPLE MAKE IN JOB INTERVIEWS

Interviewing for a job can be one of the most daunting, yet ultimately rewarding, things you can ever do. However, when nerves take over it can be easy to make simple career-damaging mistakes – often without even realising it.

Here are the 10 most common blunders job seekers make and how to avoid them.

1. **Being late puts a strike against your name before you’ve even started.** Not only does it indicate a lack of time management skills, but it’s also disrespectful to both the company you want to work for and the recruitment team. There’s no excuse for tardiness, so make sure you leave yourself a buffer (preferably 15-30 minutes).

2. **Not dressing appropriately:** Dressing too casually can get you remembered for all the wrong reasons. In most companies the rule is: the more conservative, the better. Just remember, stained clothing, scuffed shoes, multiple piercings and visible tattoos will NOT get you hired.

3. **Getting distracted:** Maintain your focus throughout an interview. Prospective employers will not be impressed if they need to repeat a question because you weren’t paying attention.

4. **Getting too familiar:** It’s great to build a rapport, but you’re not best friends with your interviewer – so don’t pretend to be. Keep communication professional at all times.

5. **Not doing your homework:** You should already know all the ins and outs of the company before your interview, so not knowing the operational basics is akin to being caught with your pants down in public and will count as a major strike against you.

6. **Playing with your phone:** Answering texts or phone calls during an interview is rude and disrespectful and will provide you with a one-way ticket out the door.

7. **Lying:** Heavily embellishing your achievements or lying about your qualifications will only get you caught and fired in this digital age when information is too easily verified.

8. **Bad mouthing your former boss or colleagues can get you in trouble two ways.** Firstly: it’s a small world and the person you’re talking to now could very well know the one you’re bad mouthing. Secondly: the perceived perception will be, what’s to stop you from badmouthing the new company or boss if the relationship ends on bad terms?

9. **Not helping to keep the conversation flowing (or knowing when to be quiet):** You should be aiming to create a relaxed conversation with your interviewer. But while it is essential to keep the conversation flowing and to avoid awkward pauses, being too verbose and not knowing when to keep quiet may cause you grief.

10. **Being too modest:** A wise man once said, “Modesty is a virtue, but it won’t get you hired.” If you don’t proclaim your work victories, no one else will.

Don’t forget:

- Don’t play with your phone in a job interview
- Dress for success
- Being modest won’t get you hired

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