



## COMMON INTERVIEW MISTAKES

**Arriving late:** This demonstrates lack of planning on your part and a poor attitude. If the worst happens and you are going to be late ensure that you phone in advance to warn the client that you will not be arriving on time.

**Unsuitable appearance:** It is always best to err on the side of caution and wear a conservative suit and tie. Avoid colour clashes e.g. loud or over bright colours. Keep it simple; dark suit with a white shirt always looks clean and smart. Wear a tie that compliments this, but avoid comic ties. Is your suit immaculate but your briefcase battered and worn?

Always make sure that your Shoes are clean and polished and coordinate them with your suit, Black Shoes are safe.

Make sure that your top shirt button is fastened up properly and your tie meets your collar neatly.

Check your appearance before entering the building where the interview will take place.

**Poor Eye contact:** This can illustrate a lack of confidence or that you aren't telling the truth so always ensure that you maintain good eye contact with the interviewer but be careful of taking this too far and turning it into an intimidating stare.

**Not answering the question asked:** The interviewer will ask specific questions that are relevant to the company and the role- it is important that you answer these questions and not questions that you wanted to be asked. Failure to do this will give the client the impression that you have poor listening skills.

**Too few questions:** This is your opportunity to conduct your own due diligence and ask searching questions of your potential future employer. Too few questions demonstrate lack of preparation and either a lack of interest or naivety.

**Failure to sell:** It is important that you qualify the decision making process, understand the client's requirement, sell yourself against this requirement, qualify for concerns, resolve any concerns and close for commitment to move forward to the next stage.

DON'T FORGET to say "thank you" for their time taken to conduct the Interview before you leave.



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