

# 10 Most Common Interview Mistakes

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Hello. Welcome to video #15 of the Career Development Series. I'm Rusul and in this video I am going to talk to you about the most common interview mistakes.

Getting an interview is a great success but thorough preparation is needed to ensure that the interview itself is a great success. Here are ten mistakes to avoid:

## **Interview Mistakes to Avoid:**

### **1. Arriving late**

Not much is worse than arriving late to an interview. Many employers will not even continue on with the interview if the candidate is late. Most companies and employers expect you to arrive when they asked you to – 10 a.m. means 10 a.m.!

If you are going to a location that is unfamiliar to you, then make a “practice run” days before so that you know exactly where you are going and how long it will take you to get there. And always make sure to allow extra time in case you get lost or it takes longer than expected. Traffic is not an excuse for being late!

### **2. Dressing inappropriately**

Always dress professionally with a conservative suit or other appropriate attire, neutral colors, and polished shoes. Women should wear low heels and men dress shoes. Make sure your overall personal appearance is clean and professional.

### **3. Failure to research the job, the company, and the industry**

Year after year, the most common complaint that employers have is students' lack of knowledge about what they are interviewing for. There are many ways to find information, beginning with what is provided in the job posting or advertisement. Memorize the job description and what qualifications they are looking for. Learn about the company's products, services, clients, goals, annual sales, and other important information through online research, your network, and your Career Center.

### **4. Negative communication or apathy**

A job interview is not the time to complain about your current situation or past work experiences. Avoid any negative talk. In an attempt to appear calm and relaxed in an interview situation, some candidates actually turn out to appear apathetic, or not really interested in the position or employer. It is very important to show interest, motivation, and passion for the particular position and company you are interviewing for.

### **5. Insufficient answers**

Practice for the interview ahead of time. Research common interview questions as well as questions unique to your field of study and prepare how you would answer those in an

interview setting. Set up practice interview sessions with mentors, peers, and your Career Center. Be familiar with the job description and be able to communicate your strengths, skills, and abilities that will benefit the employer.

## **6. Talking too much**

Typically, an interviewer will have prepared a list of questions to ask you. Listen carefully to the questions and answer them confidently and completely. As you respond, listen to yourself to be sure you are truly answering the question that was asked. When you are finished, wait politely for the next question. Talking too much can lead to saying irrelevant things, wasting the interviewer's time or confusing them.

## **7. Exaggerating or lying about experiences**

Never lie in an interview. If you are uncertain about an answer or lack an example, do not make it up or try to change the subject. Often the interviewer will see through this or your lie will become apparent, and you won't get the job. Instead, be honest and answer the question as best you can.

## **8. Inappropriate or unprofessional behavior**

It is of great importance to be professional and respectful. You should turn off your phone completely before the interview. Even a vibrating phone is a distraction. Also avoid nervous ticks, slang or informal language, vocalized pauses like "um" and "uh," or appearing disinterested in what the interviewer is saying. Remember to treat all people you meet during the interview with respect, not just the interviewers but the secretary and anyone else you meet.

## **9. Failure to ask questions of the interviewer**

Most interviews allow the candidate to ask questions at the end. You should use your research to prepare several questions in advance about the job or the company. Be sure not to ask basic questions that are easily answered by looking at the company website or job description. Never ask about salary, especially early in the interview process. This is best to be brought up by the employer. Instead, ask about company culture, job environment, or clarification of specific job roles. These types of questions show your understanding of the company or position, and your preparedness for the interview.

## **10. No follow-up**

Very often, candidates think they are done with the interview once the interview is over – this is not true! Send a thank you email or note to the interviewer within 24 hours of the interview. Take this opportunity to thank them for their time, the opportunity to interview, and re-emphasize your key qualifications and continued interest in the position. If you had a hard time answering a question, this is also a good opportunity to answer it more completely.

Now, let's review this list of **common interview mistakes to avoid**:

1. Arriving late
2. Dressing inappropriately

3. Failure to research the job, the company, and the industry
4. Negative communication or apathy
5. Insufficient answers
6. Talking too much
7. Exaggerating or lying about experiences
8. Inappropriate or unprofessional behavior
9. Failure to ask questions of the interviewer
10. No follow-up

Be sure to also watch video #13 on preparing for professional interviews to learn more about what to do right in the interview.

What are you waiting for? Your future starts now!