

# 20 Common Job Interview Mistakes

\*adapted from Drs. Caryl and Ron Krannich's 101 Dynamite Answers to Interview Questions \*

- 1) DON'T arrive late for the interview. DO arrive early.
- 2) DON'T indicate you are late because the directions you were given were not good.
- 3) DON'T look disheveled and inappropriately dressed.
- 4) DON'T buy a new wardrobe for the interview. DO dress well and carefully, but avoid the "just out of the box" look. Look like you belong.
- 5) DON'T wear strong perfume/cologne. DO smell clean.
- 6) DON'T slouch in your seat. DO look comfortable and alert.
- 7) DON'T keep changing the focus of your eyes. DO maintain good eye contact with the interviewer.
- 8) DON'T do your company research at the interview by asking, "What do you guys do here?" DO research the company before the interview (products, size, income, branches, reputation, image, management talent, skills, people, history, and philosophy of the company).
- 9) DON'T separate your skills from the needs of the job. DO make a connection between your skills and the needs of the employer.
- 10) DON'T brag about how great you are, but neglect to cite evidence of your accomplishments.
- 11) DON'T respond in an unfocused, disorganized, and rambling manner.
- 12) DON'T remain low-key and display no enthusiasm for the job.
- 13) DON'T answer most questions with simple "yes" and "no" answers. DO plan on speaking half of the time.
- 14) DON'T appear desperate for a job- any job.
- 15) DON'T call the interviewer by his or her first name, or use the wrong name. DO know and remember the names of the interviewers. This will also help later when addressing thank-you notes.
- 16) DON'T give memorized responses, forgetting parts in the process.
- 17) DON'T badmouth your current or former employer.
- 18) DON'T ask, "How am I doing? Are you going to hire me?"
- 19) DON'T blurt out, "I need to make at least \$35,000. I hope this job pays at least that much," near the beginning of the interview.
- 20) DON'T when asked, "Do you have any questions?", reply "No." DO have some prepared intelligent questions and have them BEFORE you get there.

20 Common Interview Mistakes.pub

**[www.uni.edu/careerservices/educators](http://www.uni.edu/careerservices/educators)**

**UNI Career Services**

102 Gilchrist Hall (319) 273-6857 Monday-Friday 8 - 5