

## How to Lose the Job: Top Five Interviewing Sins

**1. Be late.** This demonstrates poor planning, lack of courtesy and a disconnect from the importance of the interview. What employer wants to hire someone who is disorganized, rude and apathetic?

**2. Create a bad first impression.** In the first 30 seconds a recruiter will size you up with the following question in his/her mind: "Is this person worth my time?" They decide based on three things:

Overall physical appearance, including attire and grooming.

Eye contact/facial expression.

Handshake

**3. Lack of preparation.** Candidates who fail to prepare adequately for the interview make the following critical errors:

- No research into the company: what is the culture, what are they looking for, what is the history, major product/service lines, major competitors, *and how you can fit into their needs.*
- Poorly prepared answers to questions. Anticipate what they will ask, and be ready to answer in clear, positive and concise ways.
  - Behavior interview questions
  - Situational interview questions
  - Fact clarification (why is your GPA low?)
- Failed to have questions to ask. This demonstrates that you really don't care about how well you'll fit into the company.
- No resume, or a resume that isn't tailored to the job opportunity.

**4. Poor attitude,** either with low enthusiasm or being arrogant.

Being interviewed is a good thing: don't act like you're doing them a favor... they are doing you a favor!

Having stock answers for everything. You need to demonstrate yourself as a unique individual who has a "brand".

Being defensive about weaknesses.

Never having failed.

A degree doesn't mean you know everything they need you to know. They want trainable, flexible and eager people who want to learn how to be great employees.

Being rude to perceived subordinates.

**5. Being money/benefits focused.**

Know what you're worth, but don't expect them to give it to you.

Consider the full benefits package (health insurance, retirement plan, vacation time, educational assistance) and not just the "take home" pay.

