

TTS Personnel, Inc.

Five Common Interviewing Mistakes and How to Avoid Them

1. Failing to learn about the prospective employer!

Failing to learn as much as possible about the prospective employer will put you at a disadvantage and lessen your chances of making a positive impression. With the fact that most if not all companies have websites, and company biographies can be found on the internet, prospective employers expect you to do your homework and have a knowledge of their company.

2. Speak up but do not overdo it!

As you respond to questions, you do not want to give quick shallow answers nor do you want long drawn out responses. Both extremes can leave the interviewer with a poor impression. Prepare before you go on the interview. Think about questions you will be asked and practice your responses. Always be ready to support any statements you make. Skilled interviewers will look for inconsistencies and flaws in your responses.

3. Listen carefully and watch the interviewer!

One of the most underrated interviewing skills is the ability to listen. Many times an interviewer will provide clues as to what they are looking for. For example, the interviewer might mention that the company is growing, which could mean the future hire must be able to handle a fast paced environment. If he or she is looking at the clock, your responses may be too lengthy or off target.

4. Trying to be someone else!

This is a mistake. Be honest with yourself and the interviewer. It benefits you and the company if you present an honest picture of your skills and qualifications. It is to everyone's advantage that the job is a good fit.

5. Not asking questions!

Be ready and use this opportunity to ask questions. Make certain your questions are specific and pertinent. Your questions should focus on the organization and how your position will impact the company's plans. The kind of questions you ask can leave a positive or a negative impression, so prepare a few questions before the interview. On the first interview you should not ask questions about salary and benefits. Hiring managers know this is important, and you will have plenty of time to ask these logistical questions if you are invited back.