

# Common Mistakes to Avoid During a Job Interview



You're out of practice. You were in your most recent role as a manager or team lead for a number of years. You conducted plenty of interviews and saw a wide spectrum of performances. Now, for whatever reason, you're sitting on the opposite side of the desk as the interviewee. You're probably thinking that you've got it down based on all your experience. Did it ever occur to you that it might be a good idea to brush up a little just in case? It's true. Even the most seasoned job applicants make mistakes.

If you're on the hunt for a new job, keep in mind some of the common interview mistakes below.

## Not Starting on Time

This one seems obvious. You always give yourself plenty of time when showing up to an interview. Finding your way through an unfamiliar building, getting through security, filling out paperwork - there's a lot to get done before the interview even starts.

But, being on time mentally is just as important as showing up physically. You're going to be nervous in the first moments of the interview. Your mind will be racing and your palms a little sweaty.

That's only natural. The key is to be sharp from the second the interview starts. Make it a point to actively listen to the questions being asked and wait until the interviewer has finished asking the question before jumping in with your answer.

Take your time giving thoughtful answers and speak slowly. Even though most interviewees settle down eventually, it's to your advantage to be fully present from the start.

## **Talking Too Much About Yourself**

It seems a little counterintuitive but, talking about yourself too much in an interview is a mistake. Sure, the interview is your chance to prove you're the right candidate for the job. But put yourself in the shoes of the interviewer. They're focused on finding the person that's going to benefit their company the most. In your answers, talk about projects you worked on as part of a team, and what your contribution to the team was. This shows what you can do as an individual, and that you can act as part of a team.

Instead of solely highlighting your previous experience and making it known that you're gritty and up for the challenge, ask about the company. What are their priorities, goals and objectives? What about their culture do people love? Are there any gaps that need to be filled? When you ask poignant questions, you convey to the interviewer that your primary concern is adding as much value as you can.

## **Body Language**

This one seems obvious but, it's a mistake that too many interviewees make. Most communication is non-verbal. The interviewer is going to be watching how you comport yourself. Do you shake hands firmly when you walk in the door? Do you make eye contact? Or are your eyes darting every which way? Do you slouch in your chair? Or does your posture let the person across the desk know that you're fully engaged? Do you tend to fidget or have happy feet? And what about your tone of voice? Is it low and lethargic? Or is it upbeat and excited? Even though these nuances seem trivial, they go a long way in creating a first impression and in letting the interviewer know who you are.

## **Not Being Specific Enough**

When you're in the process of trying to find a new job, it's easy to fall into the mindset that you'll take any job over your last position. When this happens,

there's a tendency to get into the habit of talking about your qualifications. That's not enough in an interview. You need to highlight how your qualifications are fit specifically for the job you're applying for, and what you were able to accomplish for your employers. When you do this successfully, you convey that you really want this job, what you might be able to accomplish for them, and set yourself apart from the competition.

## **Not Preparing for a Phone Interview**

You might think that a phone interview is easier than a live interview. It's actually the opposite. In a live setting, you're able to read and give off non-verbal cues. All of that communication is lost when you talk on the phone. As a result, what you say becomes all the more important. If you have a phone interview scheduled, take the extra time to practice with a colleague or someone with phone interview experience. Also make sure your phone is fully charged and you are in a location that gets good reception. You'll be glad you did.

Being on the job hunt can be stressful. Between the unknowns, customizing resumes, and waiting to see if you landed a job or even an interview, there's a lot to juggle. Not to mention the stress of interviewing itself. The good news is, if you take the time to prepare, and are aware of some common mistakes to avoid, your chances of being successful increase exponentially.