

10 THINGS NOT TO DO DURING AN INTERVIEW

10 THINGS NOT TO DO DURING AN INTERVIEW: A GUIDE TO NAILING YOUR NEXT JOB INTERVIEW

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SUMMARY: THIS ARTICLE PROVIDES A COMPREHENSIVE GUIDE OUTLINING TEN CRUCIAL MISTAKES TO AVOID DURING A JOB INTERVIEW. IT DELVES INTO THE REASONS BEHIND EACH MISTAKE, EXPLAINING THEIR POTENTIAL IMPACT ON THE INTERVIEW OUTCOME AND OFFERING PRACTICAL STRATEGIES TO OVERCOME THEM. BY UNDERSTANDING THESE COMMON PITFALLS AND IMPLEMENTING THE SUGGESTED SOLUTIONS, JOB SEEKERS CAN SIGNIFICANTLY IMPROVE THEIR INTERVIEW PERFORMANCE AND INCREASE THEIR CHANCES OF LANDING THEIR DREAM JOB. THE ARTICLE HIGHLIGHTS THE IMPORTANCE OF PREPARATION, PROFESSIONALISM, AND GENUINE COMMUNICATION THROUGHOUT THE INTERVIEW PROCESS.

INTRODUCTION: MASTERING THE ART OF THE INTERVIEW – AVOIDING FATAL FLAWS

THE JOB INTERVIEW. A PIVOTAL MOMENT IN ANY JOB SEEKER'S JOURNEY. IT'S THE OPPORTUNITY TO SHOWCASE YOUR SKILLS, EXPERIENCE, AND PERSONALITY, LEAVING A LASTING IMPRESSION ON POTENTIAL EMPLOYERS. HOWEVER, EVEN THE MOST QUALIFIED CANDIDATES CAN STUMBLE IF THEY'RE UNAWARE OF THE COMMON PITFALLS. THIS ARTICLE EXPLORES 10 THINGS NOT TO DO DURING AN INTERVIEW, PROVIDING INSIGHTS AND PRACTICAL STRATEGIES TO HELP YOU AVOID THESE CRUCIAL MISTAKES AND SIGNIFICANTLY INCREASE YOUR CHANCES OF SUCCESS.

1. FAILING TO PREPARE ADEQUATELY: THE FOUNDATION OF FAILURE

ONE OF THE MOST SIGNIFICANT MISTAKES IS INSUFFICIENT PREPARATION. THIS ENCOMPASSES RESEARCH ON THE COMPANY, THE ROLE, AND EVEN THE INTERVIEWERS (VIA LINKEDIN). FAILING TO PREPARE DEMONSTRATES A LACK OF INTEREST AND PROFESSIONALISM. INSTEAD, PROACTIVELY RESEARCH THE COMPANY'S MISSION, VALUES, RECENT NEWS, AND THE INTERVIEWER'S BACKGROUND. PREPARE THOUGHTFUL QUESTIONS TO ASK THE INTERVIEWER – THIS SHOWS ENGAGEMENT AND INITIATIVE. REMEMBER, 10 THINGS NOT TO DO DURING AN INTERVIEW INCLUDES NEGLECTING THIS CRITICAL FIRST STEP.

2. ARRIVING LATE OR UNPREPARED: FIRST IMPRESSIONS MATTER

PUNCTUALITY IS PARAMOUNT. ARRIVING LATE SHOWS DISRESPECT FOR THE INTERVIEWER'S TIME AND CREATES A NEGATIVE FIRST IMPRESSION. ENSURE YOU ACCOUNT FOR TRAFFIC, PARKING, AND POTENTIAL DELAYS. FURTHERMORE, ARRIVE PREPARED

WITH EXTRA COPIES OF YOUR RESUME, A NOTEPAD, AND A PEN. BEING ORGANIZED AND ON TIME ARE ESSENTIAL COMPONENTS OF AVOIDING THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

3. DRESSING INAPPROPRIATELY: REFLECTING YOUR PROFESSIONALISM

YOUR ATTIRE REFLECTS YOUR PROFESSIONALISM AND RESPECT FOR THE INTERVIEW PROCESS. WHILE THE DRESS CODE MAY VARY DEPENDING ON THE INDUSTRY AND COMPANY CULTURE, ERR ON THE SIDE OF BEING SLIGHTLY MORE FORMAL THAN CASUAL. AVOID ANYTHING TOO REVEALING, DISTRACTING, OR UNPROFESSIONAL. CONSIDER THE COMPANY CULTURE AND DRESS ACCORDINGLY, BUT ALWAYS AIM FOR NEAT, CLEAN, AND PROFESSIONAL ATTIRE. THIS FALLS SQUARELY WITHIN THE REALM OF 10 THINGS NOT TO DO DURING AN INTERVIEW.

4. POOR BODY LANGUAGE: COMMUNICATING NON-VERBALLY

BODY LANGUAGE SPEAKS VOLUMES. AVOID SLOUCHING, FIDGETING, OR MAKING EXCESSIVE EYE CONTACT. MAINTAIN GOOD POSTURE, MAKE APPROPRIATE EYE CONTACT WITH EACH INTERVIEWER, AND USE OPEN AND INVITING BODY LANGUAGE. PRACTICE YOUR NONVERBAL COMMUNICATION BEFOREHAND TO ENSURE YOU PROJECT CONFIDENCE AND ENGAGEMENT. NEGLECTING THIS ASPECT IS ONE OF THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

5. RAMBLING OR BEING UNFOCUSED: CONCISENESS IS KEY

INTERVIEWERS VALUE CONCISE AND FOCUSED ANSWERS. AVOID RAMBLING OR GOING OFF ON TANGENTS. STRUCTURE YOUR ANSWERS CLEARLY AND DIRECTLY, FOCUSING ON THE KEY INFORMATION RELEVANT TO THE QUESTION. PRACTICE ANSWERING COMMON INTERVIEW QUESTIONS BEFOREHAND TO REFINE YOUR RESPONSES AND ENSURE CONCISENESS. RAMBLING IS A COMMON MISSTEP AMONG THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

6. SPEAKING NEGATIVELY ABOUT PAST EMPLOYERS: MAINTAINING PROFESSIONALISM

NEVER SPEAK NEGATIVELY ABOUT PAST EMPLOYERS, COLLEAGUES, OR EXPERIENCES. FOCUS ON POSITIVE ASPECTS AND HIGHLIGHT WHAT YOU'VE LEARNED FROM EACH ROLE. FRAMING PAST EXPERIENCES POSITIVELY DEMONSTRATES MATURITY AND PROFESSIONALISM. THIS IS A CRUCIAL POINT WITHIN THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

7. FAILING TO ASK QUESTIONS: DEMONSTRATING LACK OF INTEREST

ASKING THOUGHTFUL QUESTIONS SHOWS YOUR GENUINE INTEREST IN THE ROLE AND THE COMPANY. PREPARE A LIST OF INSIGHTFUL QUESTIONS THAT DEMONSTRATE YOUR RESEARCH AND UNDERSTANDING OF THE COMPANY'S CHALLENGES AND OPPORTUNITIES. FAILING TO ASK QUESTIONS IMPLIES A LACK OF CURIOSITY AND ENGAGEMENT, WHICH IS AMONG THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

8. BEING DISHONEST OR EXAGGERATING YOUR SKILLS: INTEGRITY IS PARAMOUNT

HONESTY AND INTEGRITY ARE CRUCIAL. NEVER EXAGGERATE YOUR SKILLS OR EXPERIENCE. BE TRUTHFUL AND TRANSPARENT IN YOUR RESPONSES. IF YOU LACK CERTAIN SKILLS, FOCUS ON YOUR TRANSFERABLE SKILLS AND YOUR WILLINGNESS TO LEARN. DISHONESTY IS ONE OF THE GRAVEST MISTAKES WITHIN THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

9. IGNORING FOLLOW-UP: SHOWCASING YOUR INITIATIVE

FOLLOWING UP AFTER THE INTERVIEW IS A CRUCIAL STEP. SEND A THANK-YOU NOTE EXPRESSING YOUR GRATITUDE FOR THE OPPORTUNITY AND REITERATING YOUR INTEREST IN THE POSITION. THIS DEMONSTRATES YOUR PROFESSIONALISM AND INITIATIVE, FACTORS THAT OFTEN CONTRIBUTE TO A SUCCESSFUL OUTCOME. IGNORING FOLLOW-UP IS YET ANOTHER ITEM ON THE 10 THINGS NOT TO DO DURING AN INTERVIEW LIST.

10. USING YOUR PHONE DURING THE INTERVIEW: A SIGN OF DISRESPECT

AVOID USING YOUR PHONE DURING THE INTERVIEW. TURN IT OFF OR PUT IT ON SILENT MODE. THIS DEMONSTRATES RESPECT FOR THE INTERVIEWER'S TIME AND SHOWS THAT YOU'RE FULLY ENGAGED IN THE CONVERSATION. USING YOUR PHONE DURING THE INTERVIEW IS AN EXTREMELY UNPROFESSIONAL ACT AND DEFINITELY ONE OF THE 10 THINGS NOT TO DO DURING AN INTERVIEW.

CONCLUSION: MASTERING THE INTERVIEW PROCESS FOR SUCCESS

BY AVOIDING THESE TEN COMMON PITFALLS AND PROACTIVELY ADDRESSING EACH AREA, YOU CAN SIGNIFICANTLY INCREASE YOUR CHANCES OF A SUCCESSFUL INTERVIEW OUTCOME. REMEMBER, THE INTERVIEW IS NOT JUST ABOUT SHOWCASING YOUR SKILLS AND EXPERIENCE BUT ALSO ABOUT DEMONSTRATING YOUR PROFESSIONALISM, COMMUNICATION SKILLS, AND GENUINE INTEREST IN THE OPPORTUNITY. PREPARATION, PROFESSIONALISM, AND A POSITIVE ATTITUDE ARE KEY TO LEAVING A LASTING POSITIVE IMPRESSION AND SECURING YOUR DREAM JOB.

FAQs

1. WHAT SHOULD I WEAR TO A JOB INTERVIEW? DRESS PROFESSIONALLY, CONSIDERING THE COMPANY CULTURE. IT'S GENERALLY BETTER TO BE SLIGHTLY OVERDRESSED THAN UNDERDRESSED.
1. HOW CAN I PREPARE FOR BEHAVIORAL INTERVIEW QUESTIONS? USE THE STAR METHOD (SITUATION, TASK, ACTION, RESULT) TO STRUCTURE YOUR ANSWERS, FOCUSING ON SPECIFIC EXAMPLES FROM YOUR PAST EXPERIENCES.
1. WHAT ARE SOME GOOD QUESTIONS TO ASK THE INTERVIEWER? ASK QUESTIONS THAT DEMONSTRATE YOUR RESEARCH AND INTEREST IN THE COMPANY, THE ROLE, AND THE TEAM. AVOID QUESTIONS EASILY ANSWERED THROUGH BASIC RESEARCH.
1. WHAT IF I MAKE A MISTAKE DURING THE INTERVIEW? DON'T PANIC! ACKNOWLEDGE THE MISTAKE BRIEFLY AND MOVE ON. FOCUS ON THE REST OF THE INTERVIEW.
1. HOW LONG SHOULD I WAIT TO FOLLOW UP AFTER THE INTERVIEW? SEND A THANK-YOU NOTE WITHIN 24 HOURS.
1. HOW CAN I HANDLE DIFFICULT OR STRESSFUL INTERVIEW QUESTIONS? TAKE A DEEP BREATH, STAY CALM, AND ANSWER HONESTLY AND THOUGHTFULLY.
1. IS IT OKAY TO ASK ABOUT SALARY DURING THE INTERVIEW? IT'S GENERALLY BETTER TO WAIT UNTIL LATER STAGES OF THE HIRING PROCESS TO DISCUSS SALARY.

1. HOW CAN I MANAGE MY NERVES DURING THE INTERVIEW? PRACTICE BEFOREHAND, TAKE DEEP BREATHS, AND REMIND YOURSELF OF YOUR SKILLS AND ACCOMPLISHMENTS.
1. WHAT SHOULD I DO IF I'M OFFERED THE JOB? TAKE SOME TIME TO CONSIDER THE OFFER, ASK ANY REMAINING QUESTIONS, AND THEN RESPOND PROFESSIONALLY AND PROMPTLY.

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1. HOW TO RESEARCH A COMPANY BEFORE A JOB INTERVIEW: LEARN HOW TO THOROUGHLY RESEARCH A COMPANY TO IMPRESS THE INTERVIEWER AND DEMONSTRATE YOUR GENUINE INTEREST.

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10 things not to do during an interview: The Art of the Interview Lawrence Grobel, 2010-05-05 THE ULTIMATE INSIDER'S LOOK AT THE FINE ART OF INTERVIEWING "I had a fantasy the other night that this interview is so great that they no longer want me to act—just do

interviews. I thought of us going all over the world doing interviews—we've signed for three interviews a day for six weeks." —Al Pacino, in an interview with Lawrence Grobel Highly respected in journalist circles and hailed as "the Interviewer's Interviewer," Lawrence Grobel is the author of well-received biographies of Truman Capote, Marlon Brando, James Michener, and the Huston family, with bylines from Rolling Stone and Playboy to the New York Times. He has spent his thirty-year career getting tough subjects to truly open up and talk. Now, in *The Art of the Interview*, he offers step-by-step instruction on all aspects of nailing an effective interview and provides an inside look on how he elicited such colorful responses as: "I don't like Shakespeare. I'd rather be in Malibu." —Anthony Hopkins "Feminists don't like me, and I don't like them." —Mel Gibson "I hope to God my friends steal my body out of a morgue and throw a party when I'm dead." —Drew Barrymore "I want you out of here. And I want those goddamn tapes!" —Bob Knight "I smoked pot with my father when I was eleven in 1973. . . . He thought he was giving me a mind-extending experience just like he used to give me Hemingway novels and Woody Allen films." —Anthony Kiedis In *The Art of the Interview*, Grobel reveals the most memorable stories from his career, along with examples of the most candid moments from his long list of famous interviewees, from Oscar-winning actors and Nobel laureates to Pulitzer Prizewinning writers and sports figures. Taking us step by step through the interview process, from research and question writing to final editing, *The Art of the Interview* is a treat for journalists and culture vultures alike.

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10 things not to do during an interview: How Will You Measure Your Life? (Harvard Business Review Classics) Clayton M. Christensen, 2017-01-17 In the spring of 2010, Harvard Business School's graduating class asked HBS professor Clay Christensen to address them—but not on how to apply his principles and thinking to their post-HBS careers. The students wanted to know how to apply his wisdom to their personal lives. He shared with them a set of guidelines that have helped him find meaning in his own life, which led to this now-classic article. Although Christensen's thinking is rooted in his deep religious faith, these are strategies anyone can use. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

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programmers. The secret to success for any software company then is to hire the good programmers. But how to do that? In *Joel on Hiring*, Joel Spolsky draws from his experience both at Microsoft and running his own successful software company based in New York City. He writes humorously, but seriously about his methods for sorting resumes, for finding great candidates, and for interviewing, in person and by phone. Joel's methods are not complex, but they do get to the heart of the matter: how to recognize a great developer when you see one.

10 things not to do during an interview: Ethical Loneliness Jill Stauffer, 2015-09-01 Ethical loneliness is the experience of being abandoned by humanity, compounded by the cruelty of wrongs not being acknowledged. It is the result of multiple lapses on the part of human beings and political institutions that, in failing to listen well to survivors, deny them redress by negating their testimony and thwarting their claims for justice. Jill Stauffer examines the root causes of ethical loneliness and how those in power revise history to serve their own ends rather than the needs of the abandoned. Out of this discussion, difficult truths about the desire and potential for political forgiveness, transitional justice, and political reconciliation emerge. Moving beyond a singular focus on truth commissions and legal trials, she considers more closely what is lost in the wake of oppression and violence, how selves and worlds are built and demolished, and who is responsible for re-creating lives after they are destroyed. Stauffer boldly argues that rebuilding worlds and just institutions after violence is a broad obligation and that those who care about justice must first confront their own assumptions about autonomy, liberty, and responsibility before an effective response to violence can take place. In building her claims, Stauffer draws on the work of Emmanuel Levinas, Jean Améry, Eve Sedgwick, and Friedrich Nietzsche, as well as concrete cases of justice and injustice across the world.

10 things not to do during an interview: Presentation Zen Garr Reynolds, 2009-04-15 FOREWORD BY GUY KAWASAKI Presentation designer and internationally acclaimed communications expert Garr Reynolds, creator of the most popular Web site on presentation design and delivery on the Net — presentationzen.com — shares his experience in a provocative mix of illumination, inspiration, education, and guidance that will change the way you think about making presentations with PowerPoint or Keynote. Presentation Zen challenges the conventional wisdom of making slide presentations in today's world and encourages you to think differently and more creatively about the preparation, design, and delivery of your presentations. Garr shares lessons and perspectives that draw upon practical advice from the fields of communication and business. Combining solid principles of design with the tenets of Zen simplicity, this book will help you along the path to simpler, more effective presentations.

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10 things not to do during an interview: TOMORROW IS TODAY, A behavior modification methodology, guide, and workbook to manage the job search process Lawrence D. Alter, 1901 This 240-page workbook is a highly effective, no nonsense, self-marketing instrument to facilitate and manage the entire job-search campaign. Contained in its pages are all the tools and information necessary to help your terminated employee win and keep their next job. Whether or not you provide Outplacement support to your separated employees, our workbook would be an excellent tool to augment their job search. It provides a complete resource to help the discharged worker achieve and keep their next position. FINDING A JOB IS HARD WORK. It has been estimated that as many as one out of every three workers attempts to change jobs annually in the United States. Out of a labor force of 153 million, that represents almost 50,000,000 job seekers who are seeking new employment each year. As a result, the job search process is highly competitive at all levels. It can be lengthy, frustrating, prejudicial, and unfair. Older, more traditional job finding techniques have become less productive. The traditional resume no longer has the same impact in generating the all important and often elusive interview. Both the Wall Street Journal and USA TODAY have highlighted the fact that only about 15% of all professionals find a new position through responding to published advertisements or online postings, another 10% through placement agencies or search firms, and only 5% through unsolicited direct mail. Why then, would anyone focus 90% of their time and effort in areas that represent only about 30% of all potential opportunities? It is not uncommon for 200-300 people to respond to help wanted advertisements. Yet seldom do more than 6 to 10 people achieve interviews, and after an often lengthy process, only one person gets the job. Everyone else starts the whole process again. Older Americans, women, and minorities can often face an even more difficult road due to unspoken, but ever-present biases. There is a better way. Tomorrow Is Today dispels the myth that the most qualified candidate always gets the job. It points out that the person who is hired is usually the one who is liked the best. This book can be a major factor in how you differentiate yourself from other candidates when the hiring decision is almost always based upon subjective factors such as the individual's personality style, body language, and manner of being interviewed. It is an invaluable resource in helping you to achieve your next position with added features that assist in effectively managing both career growth and family issues.

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exploration of weight, identity, art, friendship, and family through years of haunting implosions and long reverberations. "You won't be able to put [this memoir] down...It is packed with reminders of how black dreams get skewed and deferred, yet are also pregnant with the possibility that a kind of redemption may lie in intimate grappling with black realities" (The Atlantic).

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