

TOP TEN LIST OF INTERVIEW BLUNDERS

1. Don't Prepare

Not being able to answer the question "What do you know about this company?" might just end your quest for employment, at least with this employer. Research company background information before you go to the interview. Check out company history, locations, divisions, and mission statement. Most of this information is available in an "About Us" section on the company's web sites.

2. Dress Inappropriately

Business dress is the best choice. If you aren't sure what to wear, visit the organization and watch employees coming in and out of the office to see what they are wearing.

3. Poor Communication Skills

It's important to positively connect with the person who might hire you. Shake hands, make eye contact, exude confidence, engage the person you are speaking with, and you will let the interviewer know that you are an excellent candidate for this position - before you even answer an interview question!

4. Too Much Communication

Employers report an increase in candidates answering their cell phone during the interview. Leave the cell phone behind. Same goes for coffee, food and anything else other than you, your resume, your job application, and your list of references. They don't belong at an interview.

5. Talk Too Much

There is nothing much worse than interviewing someone who goes on and on and on... The interviewer doesn't need to know your whole life story. Keep your answers succinct, to-the-point and focused and don't ramble - simply answer the question.

6. Don't Talk Enough

It's really hard to communicate with someone who answers a question with a word or two. An interviewer shouldn't have to "pull teeth" to get answers from a candidate. So even though you shouldn't talk too much, you do want to be responsive and fully answer the question as best you can.

7. Fuzzy Facts

Even if you have submitted a resume when you applied for the job, you may also be asked to fill out a job application. Make sure you know the information you will need to complete an application including dates of prior employment, graduation dates, as well as employer and references contact information.

8. Give the Wrong Answer

Make sure you listen to the question and take a moment to gather your thoughts before you respond.

9. Badmouthing Past Employers

Your last boss was an idiot? Everyone in the company was a jerk? You hated your job and couldn't wait to leave? Even if it's true don't say so. It's sometimes a smaller world than you think and you don't know who your interviewer might know, including that boss who is an idiot... You also don't want the interviewer to think that you might speak that way about his or her company if you leave on terms that aren't the best.

10. Forget to Follow Up

Be sure to follow up with a thank you note, emphasizing your interest in the position and the company.