

The 5 Most Common Interviewing Errors

Based on a survey of 1000
Hiring Managers and HR professionals



1 Talk Too Much

Sell yourself instead of telling your story. You want to make your point in an impressive, short, concise and precise way. Most people give long explanations instead of interesting, relevant power packed examples. Few people really practice interviewing. Prepare yourself by rehearsing interviewing on tape and on video. It makes a big difference.

2 Not Meeting Expectations

It is your job to project what the company wants not just in experience and logic but also in attitude and emotion. Anticipate the company's expectation of your attitude. Enthusiasm is the most important attribute you can exhibit, even more than expertise. Make them want to talk to you, to listen to you, to be with you. Ask not what the company can do for you, ask what you can do for the company. Telegraph why they should want you technically and personally. Use words and body language and voice to convey your message. And Smile: the powerful silent communicator.

3 Job Requirements Not Known

How can you sell when you do not know what they want to buy? The #1 mistake salespeople make: They sell before they know exactly what is wanted. It is your job to meet the company's needs, as exactly as possible. Find out what they want and why they want it, then you'll know how to match your experience to their job. If you do not know, find out. You can always ask questions like: What are the 3 technical skills you want for this job? What are the most important 3 things you want this person to get done the 1st 3 months?

4 Jump to Conclusions

We often make assumptions, filling in the spaces with common sense rather than checking it out first. Do not presume, qualify what they want before going into sell mode. Wanting to tell your story instead of wanting to fill their need. Thinking you know instead of asking. All these behaviors add up to skipping steps that can cost you an opportunity.

5 Disorganized Approach

Impressions count. Fumbling around in your briefcase is not appropriate. Always be ready with a crisp copy of your resume. Have your reference list prepared in case you are asked and always have pen and paper ready. Besides these obvious issues: Have you practiced your interviewing skills? Are you well prepared for this specific interview / company? Do you have your presentation down pat? When I ask people this question: If the President of your company asked you for a meeting, what would you do? Almost everyone agrees they'd have a practiced, rehearsed and polished presentation with facts and #'s memorized and accomplishments ready to list, hitting all the key issues and concerns in just a few minutes. They instinctively know they'd need to optimize their time by being concise, efficient, effective and impressive. How is the time spent on an interview any different?