

**DON'T BE THAT
CANDIDATE!**

COMMON JOB INTERVIEW MISTAKES

SOURCE: 2014 CAREERBUILDER SURVEY
OF 2,201 HIRING MANAGERS ON
INTERVIEW BLUNDERS.



55%

APPEARING
DISINTERESTED

53%

SPEAKING
NEGATIVELY ABOUT
CURRENT OR
FORMER EMPLOYERS.

53%

APPEARING
ARROGANT

50%

DRESSING
INAPPROPRIATELY

49%

ANSWERING CELL
PHONE OR TEXTING
DURING THE
INTERVIEW.

39%

APPEARING
UNINFORMED ABOUT
THE ROLE

33%

NOT PROVIDING
EXAMPLES

20%

PROVIDING TOO
MUCH PERSONAL
INFORMATION

17%

ASKING THE HIRING
MANAGER PERSONAL
QUESTIONS.

BODY LANGUAGE MISCOMMUNICATION

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OF 2,201 HIRING MANAGERS ON
INTERVIEW BLUNDERS.



70%

Failure to make
eye contact.

44%

**FAILURE TO
SMILE.**

35%

**BAD POSTURE.
FIDGETING TOO MUCH IN
ONE'S SEAT.**

29%

Playing with something
on the table.

27%

Handshake that was
too weak.

24%

**Crossing one's arms over chest.
Playing with one's hair.
Touching one's face.**

10%

USING TOO MANY HAND GESTURES

HANDSHAKE WAS TOO STRONG

5%

the ultimate

INTERVIEW PREPAREDNESS GUIDE

NAIL THAT INTERVIEW WITH THESE BEST PRACTICES!



DO YOUR HOMEWORK

Visit your interviewer's LinkedIn profile.

Use LinkedIn to gain insight on your interviewer's background and experience. How long have they held the role? What were they doing prior to that?

Read and understand the job description

Do you understand what the job entails? Prepare a list of questions for anything that doesn't make sense in the job description.

Visit the company website.

Study the company's "About" section and read about their story, their products/services, and their mission and vision.

Visit the company's social media accounts.

Use social media channels to get recent news about the company. Many organizations also use their Twitter/Facebook/Instagram accounts to showcase what it's like to work there. Use it to your advantage!

Common Interview Questions

- Tell me about yourself.
- What interests you most about this job?
- What are your strengths?
- What are your weaknesses?
- Why are you interested in working for...?
- What motivates you?
- Why did you leave your last job?
- Why should we hire you?
- What do you know about our company so far?
- Who are our competitors?
- How do you handle pressure?
- What are your career goals?
- Tell me about a time when...
- What would your supervisors say about you?
- What is your greatest challenge?
- What's your ideal work environment?
- What rate are you looking for?
- What are three things your former manager would like you to improve on?
- Why would you excel at this job?
- Tell me about your dream job.
- How do you handle difficult situations? Provide an example.
- What was your biggest failure?
- Tell me about a time when you disagreed with your boss.
- Where do you see yourself in 5 years?
- Tell me about the accomplishment you are most proud of.
- Explain how you overcame a major obstacle.
- What other companies are you interviewing with?
- Can you explain the gaps in your employment history?
- Can you explain why you changed career paths?
- Are you willing to work overtime?
- What's your availability?
- What gets you up in the morning?
- How would you deal with an angry/irate customer?

INTERVIEW WITH CONFIDENCE!

- Smile. Make eye contact. Shake hands firmly.
- Be aware of your posture -- sit up straight.
- Mind your body language -- find a comfortable sitting position and relax. Fidgeting makes you look nervous.
- Make sure you fully understand the question before answering. If you don't understand the question, clarify.
- Show your enthusiasm for the job -- ask questions about the role, the project, and the people you'll be working with.

HOW TO ANSWER DIFFICULT INTERVIEW QUESTIONS

There are no right or wrong answers to behavioral questions, but they are great opportunities to showcase your qualifications as a candidate.

STAR = SITUATION + TASK + ACTION + RESULT

Talk about the circumstances, then talk about what had to be done, what you did, and finally, the outcome.

THE STAR MODEL IS USEFUL FOR STRUCTURING ANSWERS TO BEHAVIORAL QUESTIONS LIKE...

- What was the most difficult project you've ever worked on?
- Tell us about when you went above and beyond the call of duty?
- Tell us about the toughest people you've ever had to work with?
- Tell us about a time when you had to deal with a conflict within your team?
- Tell us about a time when you had to deal with a difficult customer?

EXAMPLE

"Tell me about a time when you had to deal with a difficult customer?"

SITUATION: "An upset customer called in about a package that did not arrive."

TASK: "I had to investigate on the query immediately and find out what occurred."

ACTION: "Determined that the package was shipped to the wrong address. I apologized to the customer and told them that I am shipping a new package."

RESULT: "The customer was happy and rather than a negative review about the shipment that didn't come, she left a glowing review about how quickly we resolved the issue."

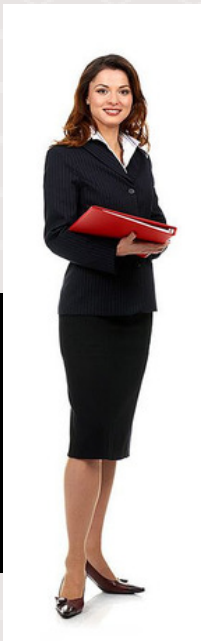
YOU'RE INTERVIEWING THEM, TOO!

QUESTIONS TO ASK YOUR INTERVIEWER

- What are your current challenges?
- Why are you hiring for this position?
- What is a typical day like for this role?
- How long has the position been open?
- What is the next step in the hiring process?
- When can I expect to hear about your selection?

DRESS FOR THE JOB YOU WANT

50% of hiring managers in the CareerBuilder survey said that they pass on candidates who are dressed inappropriately. Even in companies with a more casual atmosphere, dress conservatively and stick with business professional attire for your interview.



DON'T

- Don't wear denim.
- Don't wear outfits that appear dirty or wrinkled.
- Don't wear excessive scent.
- Don't wear clothes that are too big or too small.
- Don't wear uncomfortable clothes
- Don't wear loud patterns.
- Don't wear clashing colors.

DO

- Wear a clean outfit
- Wear solid colors.
- Wear minimal make-up.
- Wear simple patterns.
- Wear clothes that fit well.
- Tuck your shirt.
- Groom your hair.
- Dress conservatively.
- Wear minimal scent and odor.

TIPS for INTERVIEW DAY

ARRIVE
EARLY

TURN OFF
CELL PHONE

- Plan to arrive at your interview location 15 minutes early.
- If driving, allow yourself enough time to park.
- If taking mass transit, allow yourself enough time for unforeseen system delays.
- If you are going to be late despite careful planning, contact the interviewer and let them know in advance.
- Bring a padfolio or a notepad to take notes during the interview.
- Turn off your cell phone.