

Top 10 Mistakes Made by Job Candidates

NEHRA- HR Network Survey January 2002

1. Unprepared

- No knowledge of what company does, company history, values, mission, industry
- Unsure of what the job responsibilities are

2. Lack of Interest/Enthusiasm

- No questions asked
- Unable to communicate why they are interested in the job/company

3. Inappropriate Attire

- Too casual, too much perfume/cologne/makeup
- Rule of thumb: Conservative business attire-always!

4. Poor Body Language

- No eye contact/facial expressions
- Leaning on chair/desk/table
- Fidgeting
- Weak handshake

5. Lack of Resume Knowledge

- Cannot articulate accomplishments/provide specific examples
- Overstated/incorrect work history

6. Lack of Punctuality

- Being late without reason
- Arriving too early
- Rule of thumb: Arrive 10-15 minutes before scheduled time

7. Unprofessionalism

- Talking negatively about past company/manager/employees
- Chewing gum
- Using inappropriate language

8. Rambling Answers

- Talking so much that question is not answered
- Bragging/displaying arrogance rather than confidence
- Rule of thumb: Keep answers concise, 2-3 minutes max

9. Compensation/Benefits/Promotion Questions

- Should have general sense of what is available
- Rule of thumb: First round is discovery- keep to questions regarding job content, company culture, future direction

10. Cell Phones

- TURN THEM OFF

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In addition: Employers have also commented on the following mistakes:

- Not connecting the job to your goals
- Not connecting the job to your experience or coursework
- Not emphasizing your interest in this particular organization and stating why this organization is of interest to you
- Overemphasizing a lack of knowledge about the job or company through responses to interviewer questions, and questions for company
- Overemphasizing interest in moving to a higher position, or travel and benefits, versus establishing you are the best candidate for current position.