

# COMMON INTERVIEW MISTAKES

## *Recruiters tell all*

*Believe it or not, these things have happened, and continue to happen in interviews.  
Be aware so you don't make the same mistakes!*



### Pre-Interview

- Arrive 10 minutes before your scheduled interview time. When you arrive too early, it can be awkward if I am running late and the candidate before you is still in the waiting room.
- Never be late – if you are late to the interview, I assume you will be late for work.
- Turn off your phone before you walk into the building. Turning your phone off in the interview is unacceptable. When I have to wait for you to finish your text before shaking your hand, I have already made up my mind that I am not going to hire you.
- Give me a good, firm handshake. A weak or half-hearted handshake sets an unfavorable tone from the start of the interview.



### During the interview

- Don't lie to me or stretch the truth. Once I start to dig into your story, your lie will surface very quickly. If you don't have a skill, be honest about it. You can always tell me about a similar skill you have or about your aptitude to learn quickly.
- I will ask you about your strengths and weaknesses. You should know this question is coming, so please be prepared. This goes for all other typical interview questions – you know they are coming, so make sure your answers are ready.
- Don't sound rehearsed. We want you to be prepared, but not sound like you are reciting lines for the school play.
- Don't tell me about how your last job/group experience was bad. If you are badmouthing an ex-employer now, how will you speak of my organization when you leave it? Exactly. Always be positive.



### Post-Interview

- If you don't send a thank you note, I don't think you want the job. Shoot me an email within 24 hours of your interview (yes, I am watching the clock and am specifically looking for your thank you note).
- If you send me a handwritten note, you get bonus points. Even if you don't get the job this time around, I will think about you positively for any future opportunities that may come up.
- Remember the hiring timeline I shared with you during or after the interview. If I told you I would update you in a week, but you email me two days after the interview asking for an update, I question your candidacy immediately. Interviewing and hiring someone involves more stakeholders than you can imagine – if it has been 4+ days after the timeline I've shared, feel free to send me a *polite* follow-up email.

# INTERVIEW BLUNDERS

## *Recruiters tell all*

*Here it is right from the horse's mouth. These are real stories of interview encounters by recruiters.*



### **Where are your pants?**

"I was conducting an interview over Skype and was having some difficulty hearing my candidate. I asked the candidate if he had a set of headphones he could use to help with some of the feedback from the audio. He told me he did. He must not have realized that when you do a video interview, you should be in a full suit, as when he stood up to go get his earbuds, I could see his Power Ranger boxers."



### **Let it go to voicemail**

"I had a phone screen scheduled one night for 8pm. When I called the candidate, the phone rang four or five times. Finally, the candidate picked up and seemed in a rush to answer the phone. She asked if I could hold. I agreed and waited a moment. While I was waiting, I could hear some interesting sounds in the background. A few moments later, the candidate came back on the phone. She said 'Sorry about that, I am at a concert and was in the bathroom when you called.' Indeed, the sound I heard was that of the toilet flushing."



### **Slits and lint brushes**

"I had a candidate I really loved on the phone come in for an in-person interview to meet our team. When I picked her up in the lobby, she look perfectly professional. The interview went fairly well, and I was willing to let her move to the final round before we made our decision. Sadly, she was never invited back. As she left the office, I saw the backside of her for the first time. Not only was every inch of the back of her blazer covered in pet hair, but the slit of her pencil skirt went up a good five inches too high."

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