

## Things You Should Avoid in a Job Interview

The following checklist will help you avoid grave mistakes in your job interview.

### 1) *Arriving late*

Arriving late is a sign of poor time management which decreases your chances of being hired. Make sure you plan ahead and give yourself enough time for your journey.

### 2) *Unexcused absence*

If illness, traffic issues, or car problems keep you from being on time, all you need to do to protect yourself is apologize for your tardiness. Immediately inform your contact person.

### 3) *Too casual at greeting*

Despite your excitement, an impolite greeting without eye contact is unforgivable. This is one of the most common interview mistakes complained about by supervisors.

### 4) *A lack of interest in the employer*

Insufficient information about the potential future employer is one of the biggest mistakes in job interviews. Gather information about the company prior to the interview. It may be helpful to talk to a recruitment consultant who can help you prepare your information and may even be able to provide you with insider information.

### 5) *Questionable documents*

If you have gaps and missing information in your documents, you can embarrass yourself when asked about them. We all go through life circumstances which can be explained. The key is to have your stories ready and rehearsed so you can fill the gaps with your words and not leave it to others to assume things that may not be true. This could unbalance you and put other applicants ahead of you.

### 6) *Overtired appearance*

Looking exhausted and yawning during an interview can reflect negatively on you.

### 7) *Lack of personal Hygiene*

Dirty fingernails, food remains between your teeth, or worn-out clothing are a small but uncomfortably grave lapse of judgement in a job interview. Pay careful attention to your appearance.

**8) *Inappropriate clothing***

You give a poor impression of yourself when wearing inappropriate clothing. Avoid this job interview mistake and adapt your clothing to your (future) workplace.

**9) *Bad manners***

Those who straddle their chairs should not expect to be well received by their interviewer. Show your interviewer respect.

**10) *Abrasive posture***

Cigarettes, vaping, and gum chewing, have no place in a job interview; the same applies to looking bored or keeping an eye on the clock.

**11) *Intellectual absence***

Those who pay more attention to their mobile phone, etc., than to the interviewer have already lost. This interview mistake destroys all your chances.

**12) *Senseless talk***

Be aware of the meaning and weight of your words and think for a moment before you answer. Meaningless small talk comes across as unprofessional and demonstrates an inability to concentrate on what's important.

**13) *Overestimation (exaggeration) of your abilities***

Excessive ego is repulsive. Avoid this inappropriate interview behavior and provide advantageous yet objective information about yourself.

**14) *Inability to take criticism***

Those who answer angrily scare off their interviewer. Avoid such inappropriate behavior in your job interview and react calmly and professionally to critical questions.

**15) *Presumptuous questions***

Hold back premature questions and wait for your interviewer's offer.