

## ***Top 10 Common Mistakes that Job Seekers make***

Candidates often leave an interview and don't know why they were not selected. Hiring companies are reluctant to share honest feedback for fear of repercussions. They may tell us what a candidate does poorly and at times even the simplest of things impact the outcome.

1. Not adequately preparing for the interview. Gone are the days of "informational interviews" in today's competitive environment the first contact is very important to setting the tone for future exchanges. Candidates must be fully prepared and have thoroughly researched the opportunity and company
2. Not practicing before the interview. Practice makes perfect – remember it is not the candidate with the best resume that is offered, rather the person who interviews the best will be offered.
3. Not selling your value – what do you bring to the job that sets you apart from the next candidate?
4. Sharing too much information too soon. Honesty is the best policy – but hold up sharing too much information – especially personal information too soon.
5. Not getting the hiring manager excited about you. If you can't get them excited about you – how effective will you be getting prospects interested in what you are selling?
6. Not building rapport with the interviewer.
7. Not dressing the part – conservative dress always. No cologne, facial hair or loud make up.
8. Not asking strategic, thought provoking questions during the interview or didn't take notes.
9. Typo and grammatical errors in your email communications and thank you notes tell the hiring manager you lack an attention to detail.
10. Unable to answer the "Why should I hire you over other candidates"
11. Misrepresentations on the resume or application

There is no hiding the facts. Always be truthful in your representation. Good Luck!

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