

MISTAKES TO AVOID

- Don't show up late – be on time! Anticipate traffic, you never know what happens! Arrive early enough. Greet the receptionist or secretary in a friendly way and shake hands with everyone you meet.
- Don't forget to research the company! Be prepared to answer questions about the company. Have a look at the homepage so that you know the basics, e.g. the history of the company and its products.
- Not knowing the name of the interviewer is a no-go! Remember who you are going to meet! Find out the name of the person who will be interviewing you and greet him/her by name.
- The interviewer is not your best friend! Keep a professional distance!
- Don't forget to bring your documents! Make sure you include an updated CV with your application.
- Never lie about your qualifications, be honest!
- Show your interest – not asking any questions could be a mistake! You want the job, don't you?
- Don't act as if you don't care! If you are asked questions do your best and don't say "I have no idea".
- Don't chat up the storm! Don't overdo it! Don't talk too much, give the interviewer the chance to ask his/her questions.
- Don't keep your mobile phone on – switch it off or put it on silent!
- Don't underdress/overdress! Wear a black suit, white shirt, black pants, skirt: remember to look smart!
- Leave your clothes on!
- Don't wear too much make-up, piercings or perfume! These might be the only things the interviewer remembers about you!
- Try not to be too nervous or shy, demonstrate self-confidence!
- Don't be rude and aggressive, be polite and friendly!
- Don't chew any bubble gums!
- Don't ask for benefits like vacation or pay in the beginning of the interview!
- Don't say good-bye and leave before the interviewer has finished the conversation!
- Don't forget to bring along paper and be prepared to make some notes during the interview!
- Before you leave don't forget to find out what the next steps are. Will you be expected to phone or do you receive a letter within a certain amount of time? Find out as well if there is anything else you will need to do.
- Never ignore your body language, e.g. don't slouch!
- Stay focused and keep eye-contact! Don't overdo it though – no serial-killer eyes, please! If you are male, try not to stare "under the triangle"! You are not at home watching the "telly"!
- Don't give a limb hand shake – it must be firm, shake it like you mean it! But don't overdo it! No jazz hands! No high fives!
- Keep your hands away from your face, keep them on your lap! It's ok to use your hands but keep your hand gestures elegant!
- Remember not to put up any body barriers! Don't cross your arms over your chest! It's ok to cross your legs though!
- Sit still, don't walk around! Don't roll your thumbs, are you bored?