

Top 10 interview blunders

1. Lack of preparation

The most obvious blunder is coming to an interview unprepared. No matter how hard you try, nothing will conceal the fact that you did not bother to read up about the company and the position that you are being interviewed for. Always make sure you do your homework; otherwise you will appear clueless and unable to ask intelligent questions.

2. Poor non-verbal communication

Beware of non-verbal cues that can work against you. Poor eye contact, a limp handshake, slouching and fidgeting will all demonstrate a lack of confidence and poise. Make sure you guard yourself from showing such negative body language.

3. Dressing inappropriately

Dressing too casually or in a flamboyant manner is likely to leave a poor first impression. It is always safe to stick with conservative business attire. Keep accessories minimal and tasteful. Pay attention to personal grooming: ensure that your hair is neat, your fingernails are clean and your breath is fresh.

4. Not knowing your resume well

Not remembering what you have written in your resume can lead to an interview flop. The interviewer will be suspicious of your credentials if what you say and what you wrote do not tally, so always remember to review your resume before attending an interview.

5. Being arrogant

There is a difference between discussing one's achievements and bragging about them. Some candidates cross that line and appear arrogant. Others may brag about achievements that are not even relevant to the position. There are also candidates who state exceptionally high salary expectations without first understanding what the market is currently offering, and immediately turn down job offers that do not match their expectations.

6. Being negative

Complaining about your ex-colleagues and bad-mouthing your ex-employer is not a way to impress the interviewer. Always keep a professional approach. If you have specific reasons why you left the company, explain in an objective and tactful manner.

7. Talking too much

Interviewers are turned off by candidates who provide unnecessary information, are long-winded and do not know when to stop. Speak to the point and be focus when answering interview questions.

8. Not listening attentively

There are instances when candidates are not able to answer questions correctly due to poor listening. There are others who are too caught up with memorised responses that they fail to listen carefully to what the interviewer is asking. Always concentrate on what is being asked.

9. Not asking the right questions

When candidates fail to ask about the job description, duties and career prospects, interviewers will start to wonder if they are truly interested in the job. The other blunder is to ask about salary and benefits before the interviewer brings up the subject.

10. Giving up too easily

Even if the interview does not seem to go very well, don't give up. Maintain your composure and try to answer the subsequent questions as well as you can. You may not be suitable for that particular position but you would still want to be viewed as a good candidate worthy of consideration for other vacancies.