

20 THINGS NOT TO DO AT INTERVIEW!!

1. IMPROPER RESEARCH

If you are running short of your research on the company, you might still lose the job despite having the skills for the job in question. Do remember to do your background check when it comes to the company you are going for an interview of...visit their website, check their online details, and you probably would end up having smarter answers when asked about reasons for joining it or your profile and importance for the company's growth.

2. LYING ON YOUR CV

Anything written on your CV could be discussed in the interview and a fabrication of things, experience, job profile, education could damage your reputation in the long run.

3. TURNING UP LATE

Unless you have a very good excuse and have informed the respective managers before hand, turning up late for an appointment will not help you right on the first day. And don't forget, first impression always remains the last impression.

4. DRESSING INAPPROPRIATELY

While a smart dressing code is something that's expected from you, make sure whatever you choose (garment, colour, design) suits the desired business etiquette. Ideally go for a smart suit, or formal trousers and crisp formal shirt, to leave the impression on the hiring manager. Remember your dressing reveals a lot about you as a person. Don't give the other person any chance to believe that you lack order, discipline and basic dressing sense.

5. CLOCK WATCHING

Have you ever witnessed or realised that constantly watching clock is something that could be really irritating. DON'T DO IT, especially during an interview. This might also make the interviewer feel that you are probably not that much interested in the job or even something that is happening or being discussed that very moment.

6. FIDGETING WITH UNNECESSARY PROPS

This can include playing around with your mobile phone, nail files and even chewing gum. Please understand this is surely something that would drive unnecessary attention towards you at the interview table.

7. POOR BODY LANGUAGE

Make eye contact, sit in confident posture, have cheerful demeanour and meet the person in command with a firm handshake. Trust us, all of this is surely going to make you notice for the right reasons.

8. UNCLEAR ANSWERING AND RAMBLING

Take time to think before giving any answer and avoid fumbling when talking something extremely crucial. This will bring things to an uncomfortable halt; it doesn't inspire confidence. Also, avoid mumbling since the interviewer would not prefer asking you time and again to repeat the answers or even strain himself to hear every word that you're saying.

9. SPEAKING NEGATIVELY ABOUT YOUR CURRENT EMPLOYER

Never ever complain, or say bad things about your current employer, manager, colleagues, job or anything in any capacity. Badmouthing is not going to do any good to you or your CV, but it might surely risk your chances of getting some positive feedback from the employer you so wish to get hired by.

10. DON'T USE CLICHÉS

I am a team player, a confident professional, a hard worker, a dedicated employee, a problem-solver, a perfectionist. These all are clichés and trust us, those who have been in the cabin before you have probably said the same set of phrases, which is of no interest to your hiring manager.

11. NOT ASKING QUESTIONS

In case you have queries about the company or its working practices or for that matter its strategy or long term goals, you are clearly showing interest. This could also impress the manager since he would be quite happy to see your keen desire of being the part of the organisation. But in case you have no questions, per say, and are simply nodding to anything/everything that the interviewer is saying, might not bring the desired results when it comes to the final round.

12. GETTING PERSONAL OR TOO FAMILIAR

Avoid sharing your family union stories, events, problems and all of that which is personal. The person sitting on the other side of the desk has no concern or interest with what your experiences have been. He is purely interested in your professional expertise and understanding of the subject in question.

13. TOO MUCH COMMUNICATION

AVOID answering your phone calls between an interview. Though it might sound as an obvious thing to do, but still there are people who do not hesitate to take the calls in the middle of an important communication with the hiring manager. Leave your phones, ipad, and tablets behind or at least turn them off before entering the cabin.

14. BE OPINION-FREE

Don't go overboard when it comes to being flexible or accommodating about the job in question. Though its good to be excited and show the temptation, but do remember there is a limit to everything and overdoing it would just spoil the chances in the long run. Sure even the companies prefer a less rigid professional – but the one who at least has a sense of who he/she they is.

15. NOT BRINGING ALONG ADDITIONAL CVs

It's always good to be double sure while making a move from your house for an interview. Carrying some additional copies of your CV could save you from the embarrassment, in case there are more than 1 or 2 interviewers. You need to show your preparedness for any situation, which once again is an extremely critical ground for any job.

16. SITTING DOWN BEFORE INVITED

As a mark of common courtesy, do not jump on the chair to grab a seat for yourself. In fact, wait to be asked for it and avoid sitting in a haphazard manner. Make sure your posture is right and firm.

17. DISCUSSING MONEY OR TIME OFF

Wait for the papers to come in and the discussions to start before initiating talks about money, holidays and other perks. It's advisable to show patience when it comes to such decisive matters.

18. SWEARING/CURSING

No one would appreciate usage of foul or inappropriate language/words. Rather if put up an act like this, it might show you in the bad light.

19. DON'T SAY YOU WEREN'T LOOKING FOR A JOB

There are times when you get calls from recruiters, even if you are not seeking the job opportunities that actively. It's best suitable if you avoid slamming down the phone on the face. Be polite and appreciate the call. There are better ways to avoid an unwanted offer than being rude or upfront about it. Not just this, many times you might feel the urge to at least go and give it a shot. Avoid going by any such urges since by doing this, you are not only wasting your own time but even that of recruiter's.

20. NOT FOLLOWING UP

You might not think you've performed well in an interview but if you simply put across a courtesy mail, it might just pay off in the long run.