

*Employers Tell*  
***How to Avoid Interview Mistakes***  
*Your Competition May Make*

Here are 24 common interview problems and employer tips on things to avoid, change or explain.

1. Poor personal appearance—careless grooming, inappropriate attire ... creates the impression that you are thoughtless and irresponsible, the “type” an employer is reluctant to add to the company’s personnel.
2. Lack of proper career planning; purpose and goals ill-defined ... denotes that you are without direction, that you do not know what kind of work you want or are capable of doing.
3. “Know-it-all” attitude ... suggests that you would be overconfident and reluctant to take instructions or direction.
4. Lack of interest, enthusiasm or vitality ... causes the interviewer to believe you would be an unwilling worker and that you really don’t want the job.
5. Too many lame excuses about past troubles; unwillingness to admit mistakes ... establishes the thought that you are not ready to take responsibility.
6. Apparent lack of maturity ... gives the impression that you are not prepared to assume the responsibilities of the job.
7. Claims that previous employers were not fair ... exhibits tendency to blame problems or deficiencies on someone else.
8. Sloppy and messy completion of job application forms ... indicates that carelessness and inefficiency might occur on the job.
9. Poor handling of personal finances and nonpayment of debts ... shows lack of management and responsibility; calls for explanation and resolution to do better if the subject comes up.
10. Refusal to accept criticism ... suggests to the interviewer that you might be difficult to supervise.
11. Tardiness for interview ... reveals poor organization and laxity in meeting a schedule.
12. Too selective about type of position, job assignment, hours and/or days ... suggests that you could not or would not adjust to the job.

13. Failure to look at an interviewer when conversing ... signifies insufficient attention or confidence.
  14. Lack of questions about the job ... implies that you have little interest in the work or your future, that you're not alert to opportunities to learn.
  15. Inability to express self clearly; poor voice, diction, grammar ... displays lack of training and unpreparedness for certain jobs; could be counteracted by offering to take courses which are relevant.
  16. Insufficient evidence of achievement or capacity to excite others into action ... shows you are short of the qualities necessary for leadership or promotion.
  17. Lack of preparation for the interview; no research on the company ... causes you to appear minus incentive and foresight, unable to figure out the importance of such things.
  18. Lack of real interest in the organization or the industry; merely shopping around ... places you in the "not-to-be-considered-seriously" category.
  19. Narrow location interest; unwillingness to relocate later ... may classify you among those of limited advancement and opportunity potential.
  20. Overbearing, overaggressive, conceited manner ... indicates to the employer that you wouldn't "fit-in."
  21. Interested only in best dollar offer ... presents you as a person who is short-sighted, less likely to be interested in the work or to stay with it.
  22. Unwillingness to start at the bottom; expect too much too soon ... tends to turn the employer away from you and toward applicants prepared to start at the bottom and work their way up.
  23. Make excuses, be evasive, hedge on unfavorable factors in your records ... leaves the impression that you are less than honest and sincere.
  24. Lack of confidence and poise ... may indicate that you are "not up to the job" and should not be considered for hire.
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