

## Eight Mistakes That Could Keep You from Getting the Job

**Summary:** Hiring managers see a lot of people each day, so when candidates make blatant mistakes, they stand out and prevent them from being offered a job.



Hiring managers and human resources professionals see a lot of resumes and **meet new people every day**. There are eight things that hiring managers see regularly that are big no-no's during the interview process.

1. Talking too much

No one likes to be talked over. Interviewers especially see this as a bad sign. While many do this out of nervousness, it is something you need to watch yourself for because it shows that you are not actively listening.

2. Putting down your last boss or job

Never start trash talking your last job or boss. The ill feelings may be fresh, but find a tactful way to explain why you are leaving or have already left your job. If you are unable to do that, the interviewer will see that you are not mature enough to be professional in any setting.

3. Not admitting mistakes

Whether you are late or not properly dressed for the interview, admit your mistake instead of acting like nothing happened. Interviewers understand that things can happen, like your train being late, so don't act like you are perfect.

4. Not writing a cover letter

Many parts of a resume are not important to hiring managers, but **the cover letter is**. They want to



---

see you explain how you understand the business and what you can do for the company before they even meet you.

#### 5. Trying too hard

Leave your ego outside. It damages the culture of an organization, and especially an interview. HR professionals are trained to watch body language for when someone is sincere or just plain cocky.

#### 6. Control your enthusiasm

You went through the effort of creating a cover letter, resume and even applying for the position, so be excited about the interview. When you don't act like you want the position, you won't be chosen for it. At the same time, be honest in your enthusiasm. They can see right through a fake attitude as well.

#### 7. Forgoing manners

Handshakes are part of the ritual and also tell the interviewer about you. A firm confident handshake is necessary for positions in sales. Following up on the interview with a personal thank you note is also a must. Many hiring managers expect this and will be insulted if you don't send one.

#### 8. Bombing salary negotiations

Once you are fortunate enough to get the job offer, don't jump immediately into salary. While you need to have something to back up your salary demands with, it is important to bring it up at the right time. Do your research so that you don't completely lowball yourself or put a number excessively high on the table.

Photo: amfam.com