

The job interview is like a speed date. It gives the employer a window into your personality and also allows you a chance to learn more about the company, showcase your skills, and explain what you have to offer.

To make sure the interviewer gets the best out of the interview experience, it's important to just be yourself. Your BEST SELF. You know.....the version of you that has personality plus, combined with poise and perfect, professional behaviour. The one who would never make these mistakes and blow your chances.

1. Arriving too early or late

It's essential you meet your appointment time correctly. Arriving too early is as bad as arriving late. Plan your journey and be punctual. Ideally arrive 5 minutes before your scheduled interview time.

2. Being rude to the Receptionist

Make no mistake, everyone you meet from when you walk in the door has the potential to play a part in your interview outcome. Hiring Managers often ask Receptionists for their impression. If you have been rude you may miss out.

3. Not preparing for the interview

Often, one of the first questions put to you at a Job Interview is "what do you know about our company". How you answer this question is usually the factor that determines if you get the full job interview or the short version (aka the non-version). There's nothing worse than an applicant arriving for interview unprepared. Not taking time to prepare will likely send you straight to the 'decline' pile.

4. Talking too much

Interviewers are people too. They will get bored just as easily as anyone so keep your answers to the point and relevant. If you never get to the point because you 'over talk', it may suggest to some that you are lying about your experience. Either way, it's impossible to assess your suitability for the vacancy if you cannot answer the question correctly. Practise answering questions before you go to interview to avoid this common interview error.

5. Asking about salary and promotion options

Whoa....let's focus on getting the job first! There is a time and place for salary discussion. It's after they make you an offer! Your job at the interview stage is to demonstrate your suitability and why you will be an asset for their company. Remember, it's a massive investment to hire and train a new employee and they won't want you if they think you will only be in the role for 5 minutes as a stepping stone to the next opportunity.