

# How to recover from interview mistakes

## **Mistake 1: Missing the phone interview**

Recover: Reach out ASAP and explain the circumstances and take full responsibility.

## **Mistake 2: Not following up**

Recover: Follow up ASAP and be specific to the person who conducted the interview as well as the position discussed.

## **Mistake 3: Follow up *too* much**

Recover: Don't seem aggressive. Step back and relax and give them time to respond to you.

## **Mistake 4: Not asking questions during the interview**

Recover: If you can't think of any during the interview, be sure to ask if you can follow up with questions after you've had some time to digest the conversation.

## **Mistake 5: Not showing knowledge of the industry/ position/ company**

Recover: Being prepared by doing due diligence is a best practice for any interview. If however you find you are not prepared, do your research ASAP and send a knowledgeable follow up by referencing a recent press release or blog and ask specific questions.

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# Things to Say That Will *Disqualify* You in a Job Interview

**“What does your company do?” or “What job am I interviewing for?”**  
You are clearly unprepared.

**“What the @#\*%!” (Bad language.)**  
Not the place nor time. Under any circumstances.

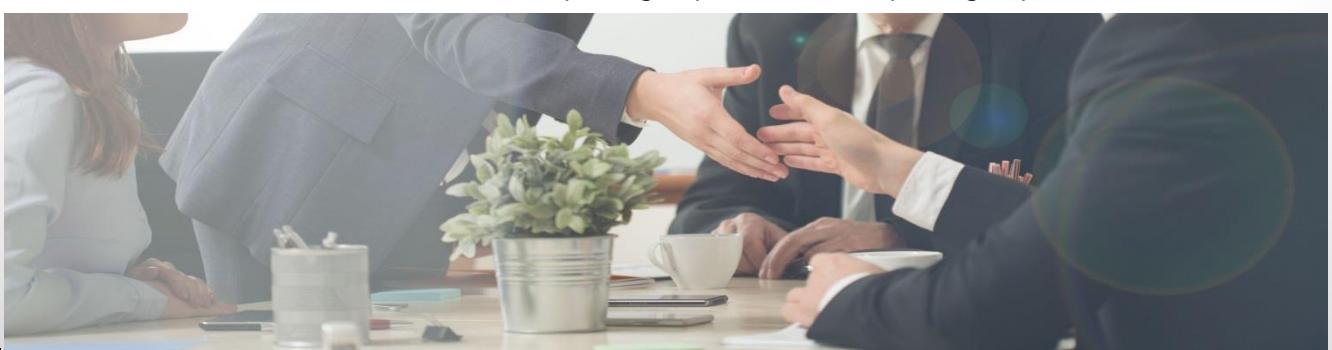
**“This isn’t really what I want to do.”**  
Then why are you here? You are wasting everyone’s time.

**“I hated my last boss.” or job or company**  
It is never acceptable to bad-mouth a previous employer.

**“Are you married? You’re really hot. We should go out.”**  
This should be evident. It is never ok to flirt in a job interview.

**“I’m not really qualified for this position, but...”**  
Never point out shortcomings or present in a way that lacks confidence.

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# 7 In-Demand Qualities of Job Candidates

1. Intelligence
2. Leadership ability
3. Integrity
4. Likability
5. Competence
6. Courage
7. Inner strength

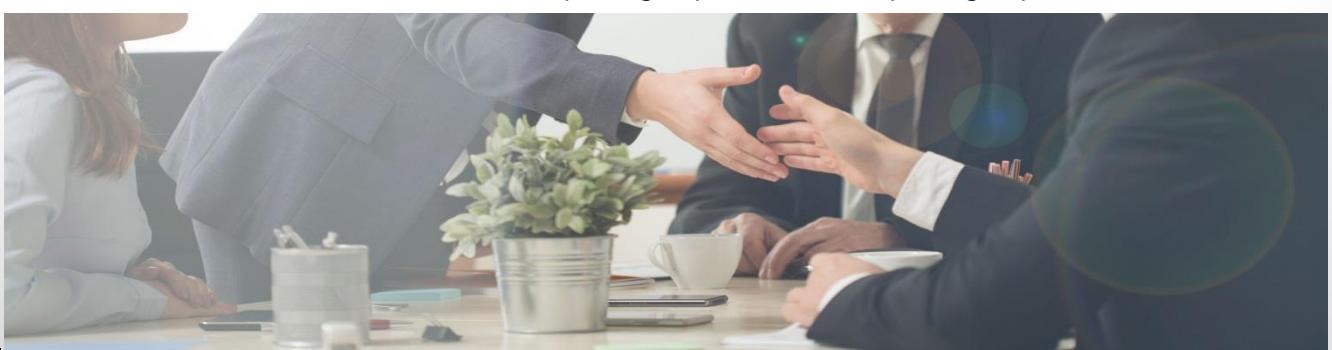
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# Fatal Resume Errors

- Poor grammar, typos, misspellings, etc.
- Vagueness. Quantify your results. Don't write a job description; list what you have accomplished.
- Plagiarism. Avoid patterning your resume after the same examples everyone else uses. Hiring authorities get bored with look-alike resumes. Be creative and different-but only to a point.
- Colored paper. Any color other than white is unacceptable. Colored paper does not copy well-your resume will be distributed to multiple people.
- Clichés and buzzwords.
- Tiresome details. If you're well into your career, skip those college summer jobs.
- Lying. First, you don't lie because it's wrong. Second, you don't lie because if you get caught, you won't get the job.
- Omitting (or adding) your job objective. Do your homework in advance to be sure your objective coincides with an open position before including it in the resume. If there are several positions that interest you, do not include your objective.

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# How to construct a great resume

## **Layout/ design:**

Don't go overboard or get too "fancy." Maintain good margins and use font no smaller than 11 pt. Keep it concise at 1-2 pages.

## **Clear contact information:**

Be reachable. Make contact information prominent and provide options.

## **Display skills:**

Highlight your most valuable skills showing both hard and soft sets on the top of your resume.

## **Overview experience:**

List previous companies, job titles, dates worked and bullet point key responsibilities and achievements. Quantify with actual data points if possible.

## **Provide a synopsis of education:**

Beyond your degree, list any certifications, strategic workshops or classes beneficial to the position you are applying for.

## **Show additional experience:**

Stand out by showing what else you may do including professional organizations, volunteer work, awards etc.

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