

THE TEN GREATEST MISTAKES MADE IN JOB INTERVIEWS

Whereby Your Chances of Finding a Job Are Greatly Decreased

- I. Going after large organizations only (such as the Fortune 500).
- II. Hunting all by yourself for places to visit, using ads and resumes.
- III. Doing no homework on an organization before going there.
- IV. Allowing the Personnel Department (or Human Resources) to interview you—their primary function is to screen you OUT.
- V. Setting no time limit when you make the appointment with an organization.
- VI. Letting your resume be used as the agenda for the job interview.
- VII. Talking primarily about yourself, and what benefit the job will be for you.
- VIII. When answering a question of theirs, talking anywhere from 2 to 15 minutes, at a time.
- IX. Basically approaching them as if you were a job-beggar, hoping they will offer you a job, however humble.
- X. Not sending a thank-you note right after the interview.

THE TEN COMMANDMENTS FOR JOB INTERVIEWS

Whereby Your Chances of Finding a Job Are Vastly Increased

- I. Go after small organizations with twenty or less employees, since they create $\frac{2}{3}$ of all new jobs.
- II. Hunt for interviews using the aid of friends and acquaintances, because a job-hunt requires eighty pairs of eyes and ears.
- III. Do thorough homework on an organization before going there, using Informational Interviews plus the library.
- IV. At any organization, identify who has the power to hire you there, for the position you want, and use your friends and acquaintances' contacts, to get in to see that person.
- V. Ask for just 20 minutes of their time, when asking for the appointment; and keep to your word.
- VI. Go to the interview with your own agenda, your own questions and curiosities about whether or not this job fits you.
- VII. Talk about yourself only if what you say offers some benefit to that organization, and their "problems."
- VIII. When answering a question of theirs, talk only between 20 seconds and 2 minutes, at any one time.
- IX. Basically approach them as if you were a resource person, able to produce better work for that organization than any predecessor.
- X. Always write a thank-you note the same evening of the interview, and mail it at the latest by the next morning.