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Ten things not to do
at an interview

diamond
recruitment group

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- 1 Don't leave your mobile phone on. Don't even leave it on mute or vibrate - this is distracting to you and definitely rude to the interviewer.

- 2 Don't smell like smoke. If you smoke, make sure there's no evidence. This is especially important if you're interviewing for a position where you have direct contact with others.

- 3 Don't speak badly about previous employers or colleagues. Make sure you've practiced an honest answer but one that doesn't show that you're angry with the previous employer or circumstance.

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- 4 Don't bring up personal information. The interviewer doesn't want to hear about your personal life or other information not related to how you can succeed at the job being interviewed for.

- 5 Don't focus on the salary and benefits. The interviewer may be turned off and feel that you are only interested in what the company can do for you.

- 6 Don't fidget. Find a comfortable position in the chair you're offered and while you don't want to be stiff, you don't want to move around a lot. If you fidget with your hands, keep them empty. These nervous behaviors can hurt your image.

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7 Don't ramble on. Balance talking and listening. Measure how long it takes to answer a question. Watch the interviewer's body language to see if you're going on too long.

8 Don't be late. Perform a test drive to the location a day in advance.

9 Don't tell the interviewer you have no questions. This shows a lack of interest, curiosity and depth. Have 5 questions prepared, and it's OK to pull out the list if you need to.

10 Don't rush the interviewer. Never leave until the interviewer says it's over!

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