



PACIFIC COAST HOSPITALITY

Avoid These Simple Interview Mistakes

- Don't fail to show up, cancel same day, or arrive late for an interview for any reason. If an emergency arises, call the interviewer and recruiter immediately.
- Don't forget to turn off your cell phone prior to the interview.
- Don't give the interviewer a flimsy or clammy handshake.
- Don't begin the interview with a negative remark such as "I had a hard time finding this place" or it's stuffy in here".
- Don't overly explain or try to defend what you believe are your weak points.
- Don't sound indecisive, unfocused, or scattered about your career's direction.
- Don't undersell yourself. This is your time to brag. You do have skills and talents to offer.
- Don't provide "closed end" answers of "yes" or "no". Try to elaborate on your answers. Vague answers will end the interview quickly.
- Don't chew gum (or smoke).
- Don't use poor grammar or slang.
- Don't disparage current or past employers, employees, professors, or associates.
- Don't use expressions like "to tell the truth", "frankly speaking", or "to be honest with you". The interviewer assumes you are being honest, saying these phrases present the opposite impression.
- Don't act irritated or annoyed if the interview doesn't go well or as expected for whatever reason. Always act in a professional manner.
- Don't ask...
 - About salary unless the interviewer insists on discussing this. This subject should be saved for a second or third interview.
 - What does this company do? Do your research ahead of time!
 - If I get the job when can I take time off for vacation? Wait until you get the offer to mention prior commitments.
 - Can I change my schedule if I get the job? If you need to figure out the logistics of getting to work don't mention it now.
 - Did I get the job? Don't expect to be hired on the spot, this rarely happens. They'll let you know.
- Don't expect instant success. Some candidates may have multiple interviews before the right match is made.
- Don't forget to ask the employer any questions you have prepared.
- Don't forget to send out thank-you notes after the interview.
- Don't neglect to role play the interview with a trusted friend or family member, or practice in front of a mirror.