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## Common Interview Pitfalls

To make a positive impression during an employment interview, you must do a number of things: dress professionally and arrive to the meeting on time, for example. But demonstrating to the hiring manager your ability to perform well in the role also requires you to avoid certain actions, including:

- **Not knowing enough about the company or position** – Failing to conduct thorough research about the opening indicates to the employer you aren't serious about the opportunity.
- **Displaying a bad attitude** – A know-it-all mindset, disrespect toward the interviewer and inattentiveness during the meeting are just a few ways to remove yourself from contention.
- **Bad-mouthing your previous manager** – Even if you worked for the world's worst supervisor, an interview is not the time to list his or her problems. The interviewer may begin to suspect you are the problem as opposed to your previous manager. Instead, take the high road: If you are asked about your working relationship with a previous boss, you might mention that the two of you had different work styles but still managed to upgrade the company's payroll system in record time.
- **Asking about compensation prematurely** – Salary and benefits may be top of mind for you, but wait until you've been offered the position before inquiring about them. Otherwise, the hiring manager will wonder if you're more interested in money than the opportunity itself.
- **Failing to send a thank-you note** – Always send a thank-you note promptly to each person who met with you. This simple courtesy can go a long way. A majority of executives polled by our company said they consider a post-interview thank-you note helpful when evaluating prospective employees. Briefly restate the skills, expertise and enthusiasm you bring to the position, and address any areas of the discussion in which you feel you could have expressed yourself better. You can send your gratitude in writing or via e-mail, but whichever form you choose, this gesture will ensure the effort you took to distinguish yourself during the interview will make a lasting impression.