

5 Tips About What NOT to do When Applying for a Job and During Your Interview

Not comparing favorably to other job applicants for that dream job?

Not even getting in the door for an interview?

Probably, it's the lack of perception and intelligence on the part of the Human Resources Departments. But maybe, just maybe, you're doing something you shouldn't be doing.

As an employer who's interviewed *lots* of people during the past couple of years, let me give you the perspective of an employer. Here's what I think you *shouldn't* be doing when you apply for a job—because if you do these things when submitting your resume—or during your interview, I definitely *will not hire you*.

(1) Ignore the application submission instructions because you don't want to write a cover letter, or you'd rather mail your application than fax it, or...

I provide submission instructions for a reason—primarily to see if you know how to follow instructions. If you can't, or choose not to, follow my submission instructions, chances are you won't follow instructions on the job, either.

(2) Include typos, improper/inconsistent formatting, lousy grammar, etc. in your cover letter and resume. *If your cover letter and resume are sloppy, so are you.*

Either that or you don't have the skills necessary to prepare professional documents. My employees are a direct reflection of me and my business. We can't afford to be considered sloppy or unskilled.

- (3) Don't research my company or my business industry and definitely do not check out my website, which is included in all my job ads and postings. And make sure you tell me you didn't check us out when I ask that question during your interview—which I will. *How can you convince me you're the right person for the job, and show me how you can contribute to my business, when you know nothing about it? Failing to research my company will always be interpreted as a lack of interest on your part. Or worse, laziness.*
- (4) Be unprepared for the job interview. Tell me that was a really hard question I just asked when it's one of those you can typically expect to hear—especially since it's listed on Career.com and other websites. *If you haven't researched the job search process and interviewing skills, you haven't done your job. I won't hire someone who's unwilling to do his/her job. Or worse, too lazy to do it.*
- (5) Talk about what you want from the job and all the things you're looking for; talk in terms of you, not me and my business. *If you're going to be a good fit at my business, you need to be team player, you need to have skills and talents that will impress me with your ability to make a difference. If all you talk about is what you want to receive from your relationship with us, instead of what you can give to the relationship, and how we can both benefit, I'm simply not interested.*

Feel free to e-mail me with your other questions and concerns about the job search and interviewing process. I'll be happy to share my perspective as an employer.