

## Interview Myths By Pamela Superville

1. Arriving “a few minutes” late is okay.

Remember this rule: To be early is to be on time. To be on time is to be late. And to be late is to be forgotten! Always strive to be remembered for the right reasons, not the wrong ones. If your interview is scheduled for 9:00am, be sure you arrive by 8:45am. Take a moment or two to check your appearance, visit the restroom and compose yourself so you are calm and not rushing into the meeting. You will reflect a more professional attitude.

2. It’s okay to wear an expensive outfit even though it’s not professional to an interview. Similarly, it’s okay to wear ‘what I feel’ to an interview.

And interview is not a time to show off your personal style and flair for fashion. During the interview, your goal is to have the interviewer focus on your abilities and see you in a professional manner. When leaving the meeting, you want the interviewer to think that she or he could see themselves working with you every day. If you show up inappropriately dressed for the interview, it may send the message that you do not care about the job or that you do not know how to act like a professional.

3. The interview does not begin before entering the interview room

This is a huge mistake many potential employees make during the hiring process. The interview starts the day you are asked for an interview! Whether it’s researching the company to prepare or making sure your voicemail sets a professional tone in case your interviewer needs to get in touch with you before the meeting. Also remember you never know who you might be riding the bus or sharing an elevator with on your way to the interview. That could be the interviewer or even the boss!

4. Interviews are always a one-on-one process.

Quite often you will interview with more than one person. Hiring decisions are important for a company and you might be asked to meet with everyone who you will be working with if it’s a small office so that everyone can weigh in on how they think you will fit in at the office.

5. In response to the question: “tell me/us about yourself” it’s okay to be “down to earth” and discuss personal problems at an interview.

Employers don’t base their decisions on hiring because they want to help you. They are looking to hire the best qualified candidate who will fit in with their office environment and do a great job. When you tell your potential employer all about your problems, you might be telling them too much. Keep all your answers focused on the job and your qualifications.

6. Body language/eye contacts are not important to the interview process.

Body language, especially eye contact, is very important in communicating with someone else. Remember that even if your words are right, if you are slouching in your chair or rolling your eyes, the interviewer will get the message that you are not interested in the job or do not know how to conduct yourself in a professional manner.

7. The end of interview question: “Do you have any questions for me/us” is a cue for the interviewee to quickly end the interview by responding “no”.

It is always a good idea to have 2 or 3 questions for the interviewer ready for the end of the interview. Even a simple question like, “can you tell me what your hiring timeline is?” shows your interest in the job.

8. Follow-up information and “thank you” letters are not necessary.

It is good manners and appropriate to always thank someone for meeting with you. Invest in some note cards to write a personal thank you note to everyone you interviewed with and mail them that day. Be sure to get business cards from everyone you meet so that you have the correct spelling of their names and the right addresses!