



**Media release: 15 February, 2010**

## **CAREERONE.COM.AU REVEALS THE TOP 10 BLUNDERS MADE DURING JOB INTERVIEWS**

Employment site, CareerOne.com.au today revealed its list of top 10 interview mistakes made by job hunters.

Kate Southam, editor, CareerOne.com.au said that with the job market showing continual improvement it is a good time to search for a new job but hunters must not sabotage their own success.

“Job hunting blunders get you remembered for all the wrong reasons. Use the CareerOne top 10 to avoid having your application binned.”

### **CareerOne.com.au’s top 10 job hunting blunders are:**

1. Spelling mistakes on a CV/cover letter.
2. Using “crazy” email addresses – [sexylovegod@hotmail.com](mailto:sexylovegod@hotmail.com)
3. Inventing careers and skills
4. Interrupting an interviewer to look at a text message or take a call.
5. Reeking of that last minute cigarette as you walk into the job interview. Yuk. Overpowering colognes/perfumes are also bad form.
6. Dressing inappropriately – the way you look should match the image of the company you are interviewing with. Also, jewellery that jangles irritates interviewers.
7. Not setting up a quiet space for a phone interview. Pet noises, house mates/family asking questions or loud music in the background are interview killers.
8. Sharing too much personal information.
9. Bagging your former employer or boss.
10. Not doing your home work about the employer – and worse - calling the employer by the name of their competitor.

“How well you conduct yourself at each step of the recruitment process speaks volumes about how you will act in the job – if you get it,” says Kate.

### **Kate’s Top 10 tips on how to ace a job interview:**

1. Research, research, research – on both yourself and the employer.
2. Tailor your resume and your interview prep for each role.
3. Rehearse for the interview – at least three times
4. Prepare to use real examples from your work history to answer interview questions
5. Pick your job interview outfit days ahead to make sure it fits and is stain free.
6. Be positive about your past work experience
7. Prepare questions to ask the employer
8. Always be 10 minutes early for an interview
9. Follow up with a thank you after the job interview
10. Be on your best behaviour but be genuine. If you have to pretend to get the job then it is not the job for you.

CareerOne.com.au spoke to employers and recruiters who offered up some of their worst interview experiences.

Angela Vitoulkas who owns the VIVO Café franchise in Sydney said that one candidate came in for an interview dressed in a clown costume.

“I felt like sticking a sign on my forehead saying ‘are you serious?’. It’s hard to take someone seriously when they’re dressed as a clown.”

Helen Olivier, of The Olivier Group said that there was a degree of desperation in the market so people overstate their skills and salary.

“Often people assume they are going to earn a lot more than market reality just because they are moving jobs. If you are head-hunted it doesn’t necessarily mean you are worth higher than market value.”

Andrew Brushfield of Robert Half in Australia says spelling mistakes on resumes is a pet hate for consultants.

“If you make errors on your application, employers assume you’ll make mistakes on the job.”

Visit CareerOne.com.au’s News & Advice section for more tips and information on the job-hunting process: <http://www.careerone.com.au/news-advice>.

-ends-

**For interview enquiries or more information, please contact:**

Vida Redoblado – CareerOne.com.au

(w) 02 8114 7325

(m) 0401 435 309

(e) [vida.redoblado@newsdigitalmedia.com.au](mailto:vida.redoblado@newsdigitalmedia.com.au)

**About CareerOne.com.au:**

CareerOne.com.au, one of Australia’s leading digital employment brands, is a 50/50 joint venture between News Limited and Monster Worldwide.

CareerOne.com.au successfully integrates the print and online strengths of News Limited newspapers, News Digital Media and Monster.com, creating a leading recruitment service with national and international reach.

With jobs listed on-site and an unrivalled collection of career advice, articles, and resources, CareerOne.com.au provides first-class information and support tools for people looking for jobs wherever they are at in their career

CareerOne also provides advertisers a cost effective range of flexible advertising opportunities, including job listings, display and location based advertising and sponsorship of e-newsletters and job alerts.

***See over for media backgrounder***

---

## **Media backgrounder**

### **Top 10 mistakes made on a cover letter/resume:**

1. Spelling mistakes
2. Addressing your cover letter to the wrong person
3. Cover letter too generic and not addressing the desired role
4. Length! Candidates sending through pages and pages of information
5. Inputting information over 10 years old
6. Submitting a handwritten cover letter
7. Providing too much personal information.
8. Inventing careers and skills. Professional resume checkers will sniff this out.
9. Excluding contact details and gaps in job history
10. Using inappropriate email addresses

Biggest mistake: A 32 page application was received

"The cover letter is a candidate's first impression. It shows the commitment to the job from the very early stages," explains Gary Banks, ABT Recruitment.

### **Mistakes reported by recruiters made during a phone interview**

1. Not finding a quiet place for the phone interview.
2. "Yes" and "No" answers or silences.
3. Waffling too much.
4. Forgetting which job you are interviewing for.
5. Being ill prepared – stick notes on walls – the interviewer can't see you.
6. Making it obvious you are speaking from a pre-prepared script
7. Multi-tasking during the phone interview. What is that tapping sound in the background I hear?
8. Talking to the recruiter on your mobile phone...from the bathroom. Yuk.
9. Interrupting the interview for anything reason bar an emergency.
10. Being unavailable for your scheduled phone interview. Application death.

Tip: "Talk with a smile on your face. Keep answers short and think of the 50/50 rule – listen for half the time and talk for the other half," Annie Cerone, Resume by Design advises.

### **Face-to-face interview mistakes reported by recruiters**

1. Dressing inappropriately
2. Bringing in fast food during the interview and eating it while being interviewed
3. Turning up late or not turning up at all for the scheduled interview
4. Offering sexual advances/propositions
5. Sharing too much personal information. No need to tell us about your second job driving hookers around
6. Not showing enough or showing too much enthusiasm
7. Questioning the intentions of the recruiter and questioning the questions of the recruiter!
8. Behaving inappropriately – don't pick your nose during an interview please
9. Turning up drunk
10. Threatening and physically abusing recruiters out of desperation for a job

One recruiter said a candidate told him of his criminal conviction including a physical demonstration of how he assaulted his wife.

Tip: "Candidates should take the time to research the company and re-read the ad prior to the interview. This shows genuine interest, effort and commitment in the position," recommends Geoff Mitchell-Burden from Recruitment Partners.

-ends-