Mistakes	How to Avoid Mistakes
Showing up late	Plan to arrive 20 minutes early
Inappropriate clothing	Learn what is considered appropriate in your industry and at this particular company, if possible. Dress appropriately for the interview.
Underprepared to discuss your experience	Make sure you are able to walk someone through your resume and how your skills relate to this particular position.
Failure to research the company	Make sure you know what the company does, their history, their products/services, and their latest news stories.
Talking negatively about a former employer, colleagues, or boss.	NEVER talk negatively about anyone and always be positive about your previous role.
Failing to turn off your phone.	Silence your phone and turn off notifications on your laptop if it is an online interview.
Being negative during the interview.	Smile and be pleasant, use good manners, and show high levels of enthusiasm.
Failing to read the job description.	The interviewer will assess you against the job description, so you need to have a good understanding of how your experience demonstrates the key job requirements.
Not providing evidence of how you meet the requirements of the role.	Make sure you have examples of previous experience to discuss where you worked successfully as part of a team, solved difficult problems, worked in a timely manner, etc.
Failing to answer questions fluently and show confidence during the interview.	Important to be as fluent as possible in your response and demonstrate confidence. Do mock interviews to prepare.
Not asking thoughtful questions at the end of the interview.	Make a list of questions. Examples: What would you need me to concentrate on in the first 30 days of this job? What is the culture like in this role? What advice would you give to someone who wants to be successful in this role?