

## Mistakes To Avoid When Applying For A Job

Job seekers usually make some common mistakes when submitting their job applications, and this reduces their chances of getting hired. -Research - Job seekers usually forget or neglect this issue without realizing that research is very important. Do your homework on your potential employer, and you will be able to find some interesting points which may help you during your interview. Perform simple research on the company, as it will surely reveal the type of people they are looking for. This research will also uncover the company's ethics and working style. You can do research by simply visiting their website. If the website provides financial information, then try to understand their current position in the market. -Communication - Job seekers usually fail to communicate and present themselves in line with professional expectations. Employers are usually dissatisfied with candidates who are unable to express themselves. They hire employees to solve problems, and if they find your communication skills lacking, then your chances of landing the job are slim to none. -Interview - During the interview is the time to project yourself - it helps to be on your best behavior. So learn the right techniques - turn off your cell phone, don't share too much personal information during the interview and don't ever speak badly of your past employers. -Dress appropriately - Understand and learn about the culture of the company. Don't dress casually if the current employees are dressed formally. You must look appropriate to the type of company that you are interviewing with. You want the employer to focus on your skills and accomplishments more than your looks, so be conservative. -Time - Never be late for an interview. If you can't be on time, be sure to call the employer and explain the reason. Aim to arrive ten minutes before the interview is actually scheduled to begin. -Salary and benefits - Don't discuss salary and the compensation before you have been offered the job. Do not ever try to bring up the topic prematurely, because money is not everything if you consider career satisfaction to be your goal (as you have probably told the employer). Let the interviewer bring up the issue of money. -Preparation - Prepare well and practice the answers to common interview questions. This will project you as a poised and confident person to the employer. -Avoid Dishonesty - Never lie to get a position. You need to get the job based on your current skills, and any lies will be exposed eventually anyway. Avoid possible common mistakes and project your confidence and demonstrate your skills with grace. Don't hesitate to show your enthusiasm. Whatever contact address or phone number you give, make sure you have a voicemail service and be sure to give them a professional mail address. There are lots of points to remember when you are trying to get a job. By keeping in mind these common mistakes (and their solutions), you will already have a headstart.

## About the Author

Tony Jacowski is a quality analyst for The MBA Journal. Aveta Solution's Six Sigma Online ( <http://www.sixsigmaonline.org> ) offers online six sigma training and certification classes for six sigma professionals such as, lean six sigma, black belts, green belts, and yellow belts.

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