



Ten Mistakes Made By Job Hunters

- Narrowing the types of opportunities you will consider. It is important to have an open mind about this process.
- Hunting alone, without using other networks or resources.
- Doing little or no homework to prepare for the interview.
- Not clarifying a time limit when you make the appointment with an organization.
- Not being aware that Human Resources primary function is to screen you OUT.
- Letting your resume be used as the agenda for the job interview.
- Not having a 50/50 balance in the interview, or having a conversation that was too one-sided.
- When answering a question of theirs, talking anywhere from 2 to 15 minutes at a time. In other words, talking too much.
- Approaching them as if you were desperate for the job, hoping they will give you an offer because you need one, not because you *want* the job or are qualified.
- Not sending a thank you note shortly after the interview.