

## **Common mistakes in a job interview**

### **Concept A: Introduction**

Getting an interview invite is one more step closer to getting to your dream job. The call for the interview proves that your written application was selected among the thousand applications received by recruiters and HR managers. The next step is to ace the interview and get the job with a good performance. However, any mistake committed during the interview can take away the job offer from you.

### **Concept B : Skills required for interview**

- Confidence
- Calm and Assertive
- Active listening
- Seeking clarification
- Presentation
- Communication
- Open-minded
- Positive body language

### **CONCEPT C: Common mistakes during job interviews.**

- Not showing up on the day of appointment.
- Not carrying the requisite documents as required by the panel.
- Not dressing up appropriately. We must dress in corporate attire that fits the culture of the company you have applied for.
- Being late is never accepted, so always be punctual or 10 mins early.
- Be in your best behaviour, being casual is a strict no no.
- Always pay attention to your body language and give your best first impression.
- Never lie or contradict any of your points mentioned earlier.
- Never miss anyone or avoid eye contact with the panel.
- Avoid interrupting the interviewer.
- Try not to get emotional, lose your temper or get angry even if you don't like their question.
- Do not hurry to answer any question.
- Always work on the quality of your answer.
- Don't fake accent, commit grammatical errors, forget something important that has to be told during an interview.
- Never raise your voice or sit in a casual manner.
- Always show respect to the panel.

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2. **Background**

3. **Method**

4. **Results**

5. **Discussion**

6. **Conclusion**

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9. **Table 1**

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1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

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8. **References**

9. **Appendix**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

10. **References**