

How to Ace the Job Interview

A survey was conducted by Accountemps for accounting, bookkeeping and information systems fields. The survey polled 200 executives from the nation's largest 1,000 companies. Here are the results.

<p>Respondents were asked: Other than the ability to do the job, what is the one quality that impresses you the most about a candidate during a job interview?</p>	<p>Which one of the following times of day do you believe is most productive for conducting hiring interviews</p>																																						
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Ten Interview Bloopers

1. **Poor Handshake:** Limp hand gives the impression of weakness of disinterest. Too strong is like an aggressive salesperson.
2. **Talking too much:** Talking too long gives the impression you can't get to the point. Nervous talkers give the impression the candidate is covering up something.
3. **Talking negatively about current or past employers/managers:** Always try to say something positive.
4. **Showing up too late or early:** Arrive about 10 minutes early.
5. **Treating the receptionist rudely:** Often the receptionist is asked her/his opinion of applicants.
6. **Asking about benefits, vacation time or salary:** Wait until you've been made the offer to discuss these issues.
7. **Not preparing for the interview:** Always research the company or organization prior to the interview.
8. **Verbal ticks:** Practice in advance to reduce or eliminate the "umms," "like" and "you knows."
9. **Not enough or too much eye contact:** Avoiding eye contact makes you seem shifty or untruthful. Too much eye contact can wear out the interviewer.
10. **Failure to match communication styles:** If the interviewer seems all business, be succinct and businesslike. If the interviewer is personable, you can be more informal.

From Quintessential Careers, July 19, 2004