



10 Common Interviewing Mistakes



1 Being unprepared

Managers often feel they can wing it. They can't.



2 Judging on surface qualities such as appearance

Some boast they make a good hiring decision in 5 minutes. They don't.

3 The Halo Effect

Letting one factor (e.g., same interests) influence everything else.



4 Focusing on the 'Can Do' instead of the 'Will Do'

'Can Do' (i.e. qualifications) doesn't mean that they 'Will Do' it for you!



5 Asking questions that focus on the future rather than on past performance

"Would you be willing to work around the clock to meet a deadline?" versus "Can you tell me about a time when ...?"



6 Not probing vigorously

Accepting vague claims instead of probing for details - names, dates, amounts, when, why & how.



7 Poor communications between interviewing managers

Three interviewers focused on one detail. No one asking about other important areas.



8 Answering questions for the candidate

"I guess you left your last job for a better opportunity?"



9 Over-selling the position

Employees who receive an unpleasant surprise on their first day on the job tend not to stay long.



10 Choosing the best of a bad lot

Settling for a 'warm body' costs dearly in the long run.



Contact us to learn the art of great interviews.

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