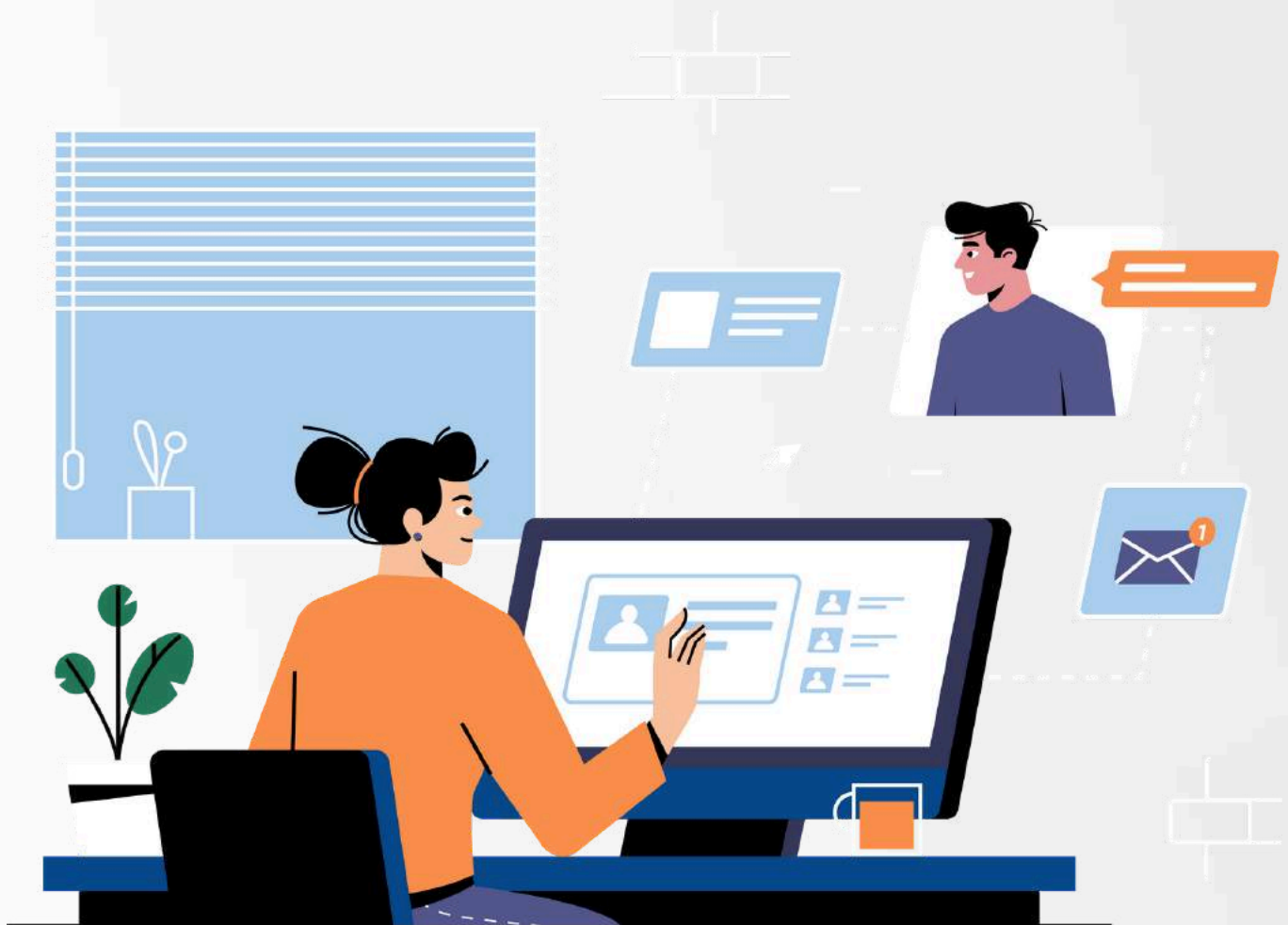


# THE BIGGEST JOB- HUNTING MISTAKES





# THE BIGGEST JOB-HUNTING MISTAKES

Job hunting is a universal experience we all face periodically, given that the average person holds about 12 different jobs throughout their career. It's well-documented that most applications - around 75% - are dismissed before a human recruiter even sees them.



This high rejection rate is partly due to the fierce competition among applicants, but a significant number of these rejections stem from simple, preventable errors.

By highlighting some of the most frequent mistakes and offering solutions, we aim to help you increase your chances of receiving positive responses from employers. Understanding and avoiding these common pitfalls will put you in a much stronger position to secure your ideal job.



# Job Searching Without a Plan

## WHY is it a mistake?

When senior and specialist professionals embark on a job search, it requires a thoughtful and strategic approach. You can either take a reactive stance or be proactive. Let's discuss the reactive approach first.

A reactive job seeker usually lacks a detailed plan. They apply to jobs they find online, often limiting themselves to just one or two job boards. They send out the same generic resume for every application. While they might welcome opportunities that come their way, they don't actively engage their network or explore creative avenues.



This method isn't necessarily flawed if you're not in a hurry, but it only exposes you to 15%-30% of the job market. Additionally, it's quite an inefficient approach to finding a job.

## What is the right way to do it?

A proactive job seeker develops a structured plan, even if it's just a single page. This plan outlines specific job boards and other resources to explore, lists key contacts, and highlights target companies, industries, and job titles. It includes a checklist for each action step. Eager to maximize their opportunities, the proactive job seeker searches for both posted and hidden job openings. They actively network, customize their resume for each role, and ensure their LinkedIn profile is complete and professional. They're also open to innovative tactics to set themselves apart from other candidates.



# Applying Exclusively to Jobs on Online Job Boards

## WHY is it a mistake?

A large number of job openings are secured through professional or personal networks. Headhunters also have a crucial role, acting as gatekeepers to exclusive and higher-paying positions. Relying solely on online applications won't give you access to all opportunities. Moreover, many people limit themselves to one or two job boards, significantly reducing their chances. With thousands of job sites available, from global platforms to local classifieds, sticking to just a few narrows your options. Even if you register on 100 job boards, it's impossible to keep track of all postings. Ultimately, many jobs are filled through connections or headhunters.



## What is the right way to do it?

Consider expanding your job search by incorporating various strategies beyond job boards:

- Specialized headhunters and Recruitment Agencies: Focus on those with expertise in your field.
- LinkedIn Company Pages: Check these frequently, as many companies post job openings there.
- Networking: Connect with former colleagues, managers, family, friends, university alumni, professional organizations, clients, and industry contacts.
- Dream Companies: Identify and track companies where you'd love to work.
- Innovative Approaches: Explore creative methods to discover job opportunities.



# Not Targeting Ideal Companies

## WHY is it a mistake?

Why wait to reach out to your dream companies? Even if they're not currently hiring, they might still be interested in someone with your talents and experience. However, they won't know you exist unless you make the first move.



## What is the right way to do it?

If there's a specific company, industry, or type of organization you're interested in, your strategy should include: a) making a list of potential targets, and b) identifying key contacts. If you don't have any particular companies in mind, start with an internet search for relevant organization types and locations. Once you've compiled your list, find the best way to reach out. Here are some effective approaches:

- Apply Directly: Check their job listings online and submit applications for relevant positions.
- Leverage Connections: Use LinkedIn to see if you know anyone at the company who can refer you to HR or a hiring manager, including 2nd and 3rd level connections.
- Identify Recruiters: Look at their website or LinkedIn page to find out who handles recruitment.
- Informational Interviews: Build relationships with peers in the company and request informational interviews to learn more about opportunities.

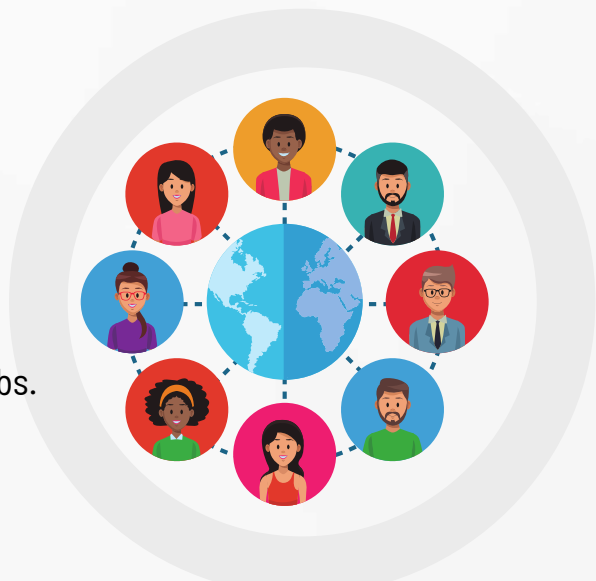




# Neglecting Your Contacts/Network

## WHY is it a mistake?

As mentioned before, the majority of jobs are filled through professional and personal connections. That means the changes are good, that your network will lead you to great jobs.



## What is the right way to do it?

Many organizations offer rewards to employees for referring potential hires. The logic behind this is simple: candidates endorsed by current staff are often pre-vetted, which streamlines the hiring process and reduces costs. Consequently, many of your connections might be eager to earn a referral bonus while helping you out.

Who could you reach out to in your network? Consider these groups:

- Alumni from your college or university
- Previous coworkers and supervisors
- Members of professional organizations you belong to
- Friends, family, and neighbours
- Individuals who share your hobbies or interests
- Other parents at your children's school
- Connections on social or professional networks (like Facebook or LinkedIn)
- Acquaintances

The old adage holds true: you miss 100% of the shots you don't take. By not reaching out for help or guidance, you might be bypassing valuable opportunities. If you have a contact within a company you're interested in, don't hesitate to send a brief, courteous note asking if they can refer you.

Below is a sample referral request - tailor it to fit your situation:

Hi Stewart,

I hope you are doing well!

I'm reaching out to ask for your help. I'm currently looking for project management roles and recall your positive remarks about your company. It sounds like a fantastic place to work, and I was hoping you could refer me to your HR team. I've attached my resume for your review.

Thank you for your assistance! Feel free to contact me via email or at 987-654-3210.

Kind regards,

Paul



# Not knowing the difference between a headhunter and a recruiter

## WHY is it a mistake?

Headhunters and recruiters are specialists in identifying candidates for job openings, but they operate differently. Think of headhunters as detectives and recruitment agencies as matchmakers.

Recruitment agencies are typically tasked with filling positions for their clients. They look through their databases, tap into their networks, and post job ads to attract new candidates.

Headhunters, however, take a more proactive approach. They dive deep into their networks, scour their databases, and actively research potential candidates, including those who aren't actively job hunting. Additionally, headhunters often represent job seekers and market them to potential employers.

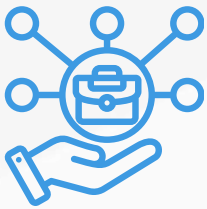
Both aim to connect talented individuals with great companies, but their methods and the extent to which they represent job seekers vary.

## What is the right way to do it?

One benefit of working with recruiters is their frequent engagement with similar positions, allowing them to present you to multiple clients until the right fit is found. Recruiters often manage the initial screening and interview stages, sometimes handling all interviews up to the final decision. They take the time to understand your profile and might offer coaching throughout the process.

Headhunters, on the other hand, typically focus on filling specialized or hard-to-fill roles. They are brought in for their expertise in locating unique talent. While headhunters may provide some coaching or resume advice, they usually step back after identifying potential candidates, though some may assist with offer negotiations.

By grasping these differences, you can set realistic expectations for what recruiters and headhunters can offer you.



# Not Narrowing Down your Target Jobs/Industry

## WHY is it a mistake?

A crucial part of a successful job search - and staying satisfied in a role long-term - is clearly defining the types of positions, companies, and industries that interest you. Without a focused plan, applying indiscriminately increases your chances of facing rejection or ending up in a job that doesn't fulfil you. This can lead to dissatisfaction and another job hunt sooner than you'd like.

## What is the right way to do it?

When considering your ideal job, it's essential to distinguish between your non-negotiables and your preferences.

### Non-Negotiables:

- Which job titles catch your interest?
- Are you looking to advance in your career, or are you content with your current level?
- Where do you want the job to be located? Are you open to remote positions?
- What salary range meets your needs?
- What working hours do you prefer?
- How important is the company's reputation to you?

### Preferences:

- Which industries do you find appealing?
- What additional benefits or perks would you like beyond your salary?
- Does the size of the company matter to you?
- What type of company culture suits you best?
- Have you adapted to working from home during the pandemic, and would you like this option in your next job? If so, how many days per week would be ideal?





# Not Reviewing your Social Media or Online Footprint

## WHY is it a mistake?

Nearly 90% of employers review your social media profiles and online presence to gain insights into your character and determine if you're a good fit for their company's culture. They often do this even before reaching out for an interview. If they encounter anything concerning - such as extreme views on religion, politics, or other topics - your application is likely to be rejected. For instance, a new hire had their contract revoked after HR discovered racist comments they had posted online, which was particularly problematic given the multicultural nature of the team they were joining.



## What is the right way to do it?



Is your personal social media accessible to the public? If so, consider setting it to private. Do you have any unflattering articles or posts about you online? If yes, remove them or be ready to explain if they come up. Additionally, ask a friend to do an online search of your name to ensure nothing gets overlooked.



## Being Negative

### WHY is it a mistake?

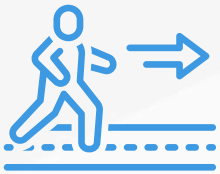
Refrain from speaking ill of former colleagues or clients in any context, be it an interview, cover letter, or casual conversation. If you criticize others to people you don't know well, potential employers might assume you'd do the same about them. Moreover, such negativity could indicate problems with your performance or your ability to get along in the workplace.



### What is the right way to do it?

Firstly, avoid criticizing your former or current company, colleagues, or clients. Even if you dislike your boss, it's better to focus on positivity rather than brutal honesty. Highlight your professional growth and aspirations instead. For instance, if asked, "Why are you looking for a new job?" you could respond with something like:

***"I've had a great experience at FAB and am proud of my accomplishments, such as doubling revenue last year by launching two new LOBs. I'm now seeking a new challenge where I can make a comparable impact. I understand your company has faced some challenges growing in the local market. I'd be thrilled to leverage my expertise and market insights to help you achieve similar success."***



## Not looking Further Afield

### WHY is it a mistake?

This isn't necessarily a mistake, but it could mean missing out on fantastic opportunities.

- Are you willing to relocate?
- What about considering remote work?

These factors are worth thinking about as you plan your job search.

### What is the right way to do it?

Since COVID-19, remote work has become incredibly accessible and popular. Now, more than ever, people can work for companies located in different cities, states, provinces, or even countries, all from their current location without needing to move or obtain a work permit. Most job boards now include a 'remote' filter to help you find these opportunities. Additionally, if you're considering relocation, some companies, especially for senior, specialized, or remote positions, offer relocation support.







# Focusing Only on the Big Companies Instead of Smaller Ones

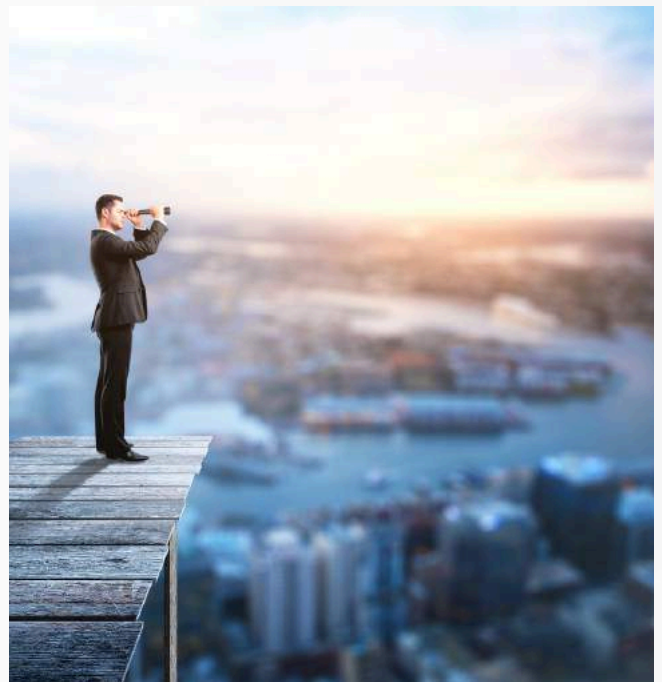
## WHY is it a mistake?

When envisioning career advancement and fulfilment, many people set their sights on the major players in the market. These medium- to large-sized organizations often have more extensive advertising budgets and reach, making their job openings more visible to potential candidates. In contrast, smaller companies, like start-ups, might find it challenging to compete in this aspect. However, working for a smaller company can be just as fulfilling, if not more so, as it often allows for a more significant individual impact.



## What is the right way to do it?

This is where market research becomes essential before starting your job search. Conduct an online search to identify companies active in your field, especially smaller ones you might not have known about. Learn about what they do and see how you feel about their mission and culture. You're likely to discover companies that weren't on your radar. If they interest you, check out their current job openings or consider sending your resume to their HR department or an appropriate hiring manager. Who knows? That small company could grow into something much bigger. After all, Amazon started in a garage.

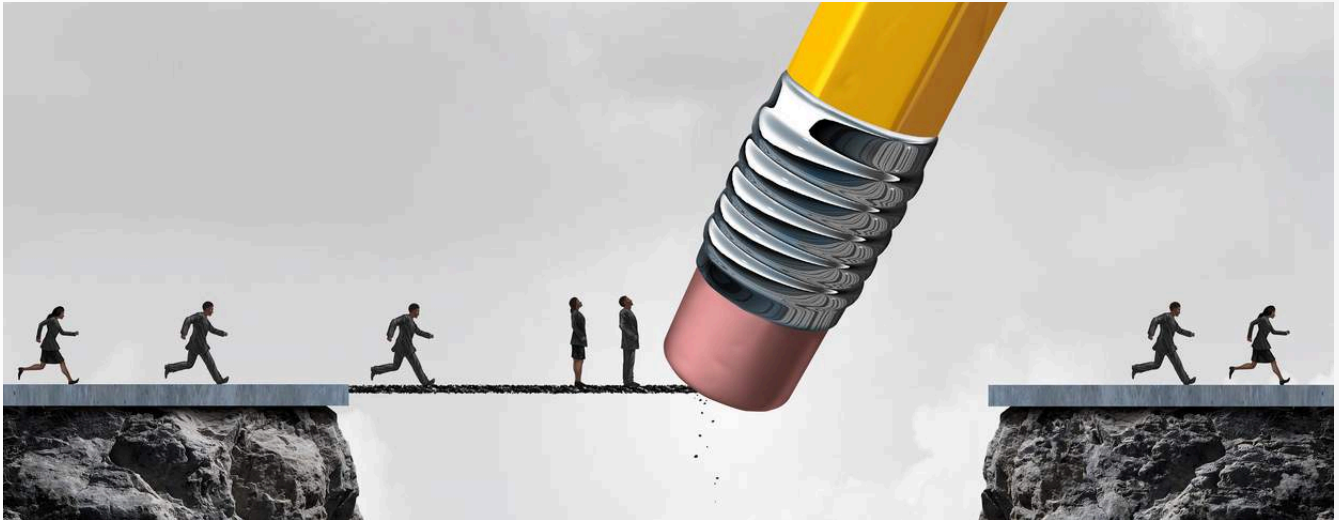




## Not Applying Right Away

### WHY is it a mistake?

Although most job postings today come with a set expiration date, recruiters might remove them early if they've received a sufficient number of applications.



### What is the right way to do it?

Aim to submit your application within 24 hours of discovering an ideal position. Even if the posting has expired or been removed, submitting promptly ensures that the recruiter will likely still consider your application. Avoid delaying beyond this timeframe.





# Not Having an Elevator Pitch Prepared

## WHY is it a mistake?

An elevator pitch is a concise and memorable way to introduce yourself and your professional background. When a recruiter or headhunter contacts you, using your elevator pitch can provide them with a quick overview before you send your resume. It's also useful at networking events or for referrers to share with potential employers.

## What is the right way to do it?

Prepare at least two versions of your elevator pitch: one for verbal and one for written communication.

For verbal delivery, follow this structure:

- Who you are
- What you do
- Who you help

Example: "My name is John Doe. I work as a Project Manager at Amazon EMEA. With 12 years of experience in Project Management, I overlooked plenty of multi-million dollar projects in different fields, managing around 10 team members."

### **For written delivery:**

My name is John Doe, and I am a Project Manager at Amazon EMEA. With 12 years of experience in project management, I have successfully overseen numerous multi-million dollar projects across various fields.

In my current role, I lead a team of around 10 members, ensuring that each project is executed efficiently and effectively. My expertise lies in coordinating complex projects, managing resources, and driving teams to achieve exceptional results.

I am passionate about delivering high-quality projects that exceed client expectations and am eager to bring my skills and experience to new opportunities.

Thank you for your time and consideration.





# Stop Applying for more Jobs once you get an Interview or an Offer

## WHY is it a mistake?

Nothing is certain until you're seated at your desk on the first day of your new job.



## What is the right way to do it?

Simply put: keep applying and interviewing. At the very least, you'll stay in the running for more opportunities. Ideally, multiple offers will enhance your bargaining power and broaden your career prospects.





## Not Following up/waiting for the Recruiter to Chase you

### WHY is it a mistake?

Recruiters juggle numerous applications for every position, and applicant tracking systems (ATS) aren't foolproof. Applications can sometimes get lost, deleted, or overlooked, whether submitted online or on paper. Typically, you'll receive a prompt confirmation of your application, especially with automated systems. If you don't get a response and haven't heard back within 14 days of the job posting closing, it's a good idea to follow up.



### What is the right way to do it?

Give it at least two weeks after the application deadline before sending a follow-up email. If there's no response, follow up every week. After a month with no updates, it's reasonable to call the hiring manager. If six to eight weeks pass without any progress, it's likely time to focus on other opportunities.





# Not Thinking Outside the Box

## WHY is it a mistake?

Sometimes, stepping out of your comfort zone is necessary to get noticed. Take the story of Randy Pausch, a university lecturer and virtual reality expert, who applied to Disney numerous times only to face rejection. Refusing to give up, he leveraged his expertise on a project Disney was developing. Randy persistently called until he reached the Project Director and suggested a lunch meeting. During this meeting, he impressed the Director with his knowledge and enthusiasm, ultimately securing the job. Randy's story serves as a powerful reminder of the benefits of a creative and persistent approach.

## What is the right way to do it?

- Identify the relevant manager at your target company and reach out to them directly. Like Randy, you could suggest meeting for lunch or coffee to exchange ideas or seek professional advice (and make sure they know you're picking up the tab).
- If you have technical skills, consider creating an online puzzle or game that the recruiter needs to solve to access your resume. This can highlight your abilities and make your introduction both memorable and enjoyable.
- Work in the same building as a company you'd like to join? One job seeker took advantage of this by riding the elevator whenever he saw the boss of his target company. Before long, he was able to mention his interest in working there.
- Engage with a target company's social media presence. Thoughtfully comment on their LinkedIn posts. Over time, you'll get noticed, and your connection requests are more likely to be accepted, giving you the opportunity to inquire about job openings.
- Avoid sending gifts to potential hiring managers.





# Taking Rejection Personally

## WHY is it a mistake?

Job openings can receive a couple of 100 applications, creating stiff competition. With many qualified candidates applying, the chances of securing a specific job can appear daunting. Remember, it's not personal. Another applicant might have slightly more experience or additional skills and industry knowledge. Your perfect fit is out there for another opportunity.



## What is the right way to do it?

Tailor your resume to match each job you're applying for. Carefully review the job description and incorporate key terms, qualifications, and essential criteria. Hiring managers won't infer details not explicitly stated, so if something crucial is missing, you might be rejected before you get a chance to explain in an interview. If you notice recurring skills or knowledge requirements in the job descriptions you're interested in (e.g., proficiency with a specific software), consider taking a course or finding a way to acquire that knowledge to strengthen your resume.





# Not Understanding How ATS Work

## WHY is it a mistake?

An Applicant Tracking System (ATS) is a software tool that helps companies streamline their hiring process. By highlighting top-ranking candidates, it speeds up the identification of the best fits for a position, which means resumes that rank lower might not be reviewed by a human. Over 90% of medium- to large-sized organizations use ATS. These systems can process a large volume of applications, filtering out those that don't meet the job requirements and flagging those that do. ATS algorithms read and rank applications based on how closely they match the recruiter's specified keywords and criteria, which typically include key skills, knowledge areas, education, and years of experience.



## What is the right way to do it?

Most ATS are programmed to read resumes in a straightforward, left-to-right, line-by-line manner. Therefore, a clean and simple resume format is most effective. Avoid using creative resumes with columns, text boxes, or graphics, as these elements can cause reading errors. In fact, 21% of resumes submitted through an ATS contain graphics or charts that the software cannot process. Additionally, ATS cannot interpret information that is missing or embedded in graphics or text boxes. Since ATS are designed to search for specific keywords and criteria, it's crucial to customize your resume for each role you apply for.



# Using a Creative Resume

## WHY is it a mistake?

If you've looked online for current resume trends, you might have noticed a growing popularity for creatively designed resumes. These resumes incorporate graphics, icons, colours, columns, and text boxes to make the traditional black-and-white format more dynamic. Advocates believe that a creative resume will stand out and increase your chances of landing an interview. This can be true for roles that value creativity, such as graphic design or the fashion industry, and for positions at smaller companies like start-ups, which might manually review resumes and appreciate unique designs.

However, not everyone excels at designing resumes or selecting designs that don't come across as too youthful or inexperienced. Moreover, as previously mentioned, many ATS struggle with anything other than straightforward, simple formats. Generally, it's best to stick to clean, simple resume designs unless you're applying for a job where creativity is a core requirement.

## What is the right way to do it?

For most resumes, stick to a clean and simple style:

- Single-column format: Keeps everything straightforward.
- No text boxes: Ensure all text is easily readable by ATS.
- Minimal icons or graphics: Limited use is fine for manual reviews, but ATS might miss them.
- Concise bullet points: Use 1-2 lines to describe responsibilities and accomplishments.
- Modern fonts: Choose clean fonts like Calibri, Arial, Verdana, or Tahoma.
- Font size: 10-12 points for body text, 12-14 points for headings. Adjust based on experience level and space.
- Bold headings and sub-headings: While ATS can't detect bolding, it aids manual reviewers.
- Limited colour use: ATS doesn't detect colour, so use it sparingly.
- Margins: Use .5, .75, or 1-inch margins based on text length.
- Avoid headers and footers for important text: Many ATS can't read these sections.
- Commonly-understood headings: Stick to standard headings like 'Summary' instead of creative ones like 'Snapshot'.
- Universal document types: Save your resume in formats like Microsoft Word or Google Docs.





# Inconsistency Between your Resume and LinkedIn

## WHY is it a mistake?

Your LinkedIn profile might display your entire career history, while your resume should focus on experiences relevant to the roles you're applying for. As long as the highlighted jobs on your resume match those on LinkedIn, their accuracy won't be questioned.

Confusion arises when there are discrepancies in start/end dates or when gaps on your resume don't align with your LinkedIn profile.



## What is the right way to do it?

Before applying, ensure that your resume and LinkedIn profile are in sync, with matching dates, titles, companies, and qualifications. It's more common than you might think for potential employers to review your online profile to confirm your credentials.





## Including Personal Information/Photo

### WHY is it a mistake?

In most English-speaking markets, it's recommended to exclude your photograph and date of birth from your resume to prevent discrimination and bias. While your photo is visible on LinkedIn, it is more acceptable there due to the nature of the platform as a professional social network.



### What is the right way to do it?

If you're in a country where including a photograph is not the norm, it's best to omit it from your resume. If you're unsure, a quick online search can clarify the conventions for your country. Additionally, leave off personal details such as your date of birth and marital or child status.





## No Summary

### WHY is it a mistake?

Modern resumes should feature a brief, impactful summary that succinctly describes your professional background and highlights why you're an ideal candidate for the position.

#### RESUME SUMMARY

- **Certified Project Management Professional with over 4 years of experience.**
- Led major government-issued projects with over 74M budget.
- Completed these projects ahead of schedule and 6% under budget.
- Drafted business development proposals for 7 projects which included financial studies, feasibility studies, ROI and business models.

### What is the right way to do it?

An effective personal summary clearly communicates who you are, your professional expertise, and the skills you bring to support your team or clients, all within 3-4 sentences. This summary should be placed at the top of your resume, just below your name and contact details. Make it factual, rich in keywords, and tailored to the specific job you're applying for, offering a glimpse into your workplace personality.

While some prefer third person ("he"/"she") for their summaries, using first-person ("I") can create a more personal connection with the reader. Feel free to bold key information to make it stand out for the recruiter, although ATS systems won't detect bolding.

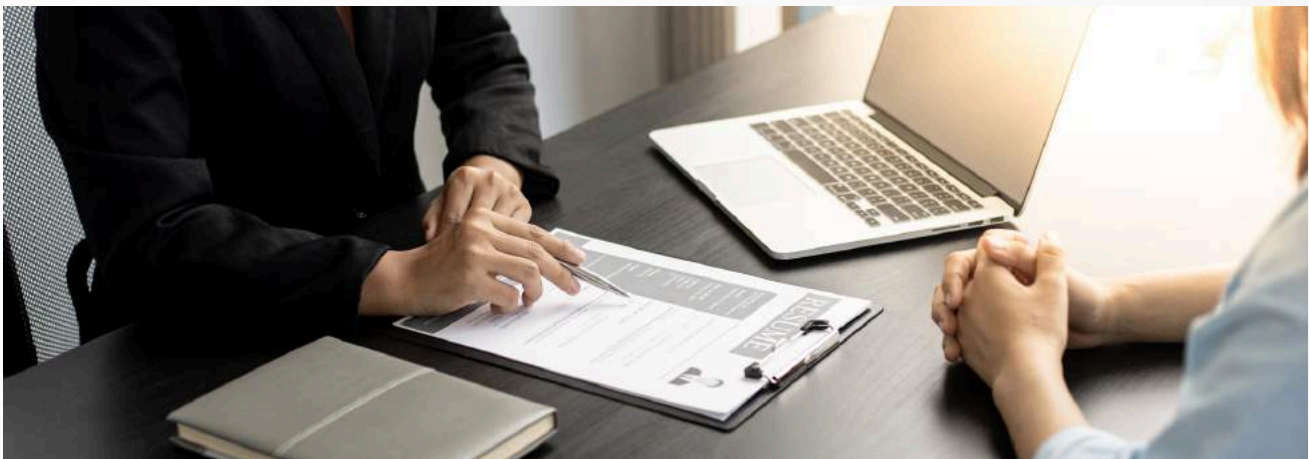
Avoid generic phrases like "results-oriented," "hardworking," and "proven track record" as they are assumed qualities for senior professionals. Instead, choose adjectives that provide insight into your working style or personality.



## Being Unprepared

### WHY is it a mistake?

Whether you've been through numerous interviews in your career or feel confident in your expertise and knowledge of the company you're applying to, remember this: 90% of interview success hinges on thorough preparation for each specific opportunity. By researching the company extensively, familiarizing yourself with your resume and the job description, and preparing compelling stories that showcase your skills, you'll reduce stress, boost your confidence, and perform at your best.



### What is the right way to do it?

Conduct your research several days before the interview. This should include:

- Reviewing your resume and LinkedIn profile: Refresh your memory on your own experiences and accomplishments.
- Researching the role, interviewers, competitors, and company: Gain a comprehensive understanding of the job and the organization.
- Preparing experience and accomplishment stories: Use the STAR method and quantify your achievements.
- Familiarizing yourself with different question types and how to answer them: Understand the various question formats.
- Practicing your responses to potential interview questions: Rehearse thoroughly.
- Preparing your own questions: Have insightful questions ready for your interviewers.



# Not Researching your Interviewers

## WHY is it a mistake?

Your interviewer will research you thoroughly. They'll look at your LinkedIn profile, Google your name, and search for your presence on Facebook, Twitter, Instagram, and other platforms. To make a strong impression, do the same research on them. By understanding their background and business, you can build rapport quickly and show that you're well-informed about the company and its key players.

## What is the right way to do it?

This doesn't mean invading their privacy or making them uncomfortable. A bit of professional knowledge can make a significant difference. Avoid getting too personal - complimenting their family photos on Facebook, for instance, might unsettle even the most relaxed interviewer. Instead, focus on publicly available professional information, such as their LinkedIn profile or company website. Use these insights to build a connection. For example:

***"Paul, I noticed from your bio on the company website that you're involved in several committees. I've also been active in committee work at my previous companies, particularly with volunteer initiatives. Are there opportunities to get involved in similar activities here?"***

***"Jane, I came across your LinkedIn post on the benefits of collaborative hiring. I found it really insightful and it's one of the reasons I believe this company would be a great fit for me. I admire how you prioritize getting to know potential employees and ensuring they mesh well with the team - it's a fantastic approach."***





## Not using STAR

### WHY is it a mistake?

One of the best ways to showcase your abilities to potential employers is by sharing real-life examples of your skills and experience. Interviewers aren't just interested in your job duties—they want to see how you made a tangible impact. This helps them envision how you can contribute to their team. However, it's crucial not only to have a compelling story but also to convey it effectively.

### What is the right way to do it?

There's a straightforward method to help you frame your achievements and respond effectively to certain questions. You might be familiar with the STAR technique: Situation, Task, Action, Result. This tried-and-true approach organizes your answers in a clear, logical manner, ensuring they come across smoothly and coherently. Additionally, think of each example as a story. Storytelling is a powerful tool often used in marketing to foster trust, evoke empathy, and convey compelling messages. People are naturally drawn to stories, as they simplify the narrative of your accomplishments, making it easier for the listener to grasp your journey and success.

Let's take a look at some STAR examples as follows.

What was the **situation**? **S**

What were the **tasks** you needed to do? **T**

What **actions** did you take to achieve this? **A**

What was the **result**, or outcome? **R**

Let's look at an example.

Imagine you're asked: "What's your experience in the planning, execution, and optimization of digital marketing channels for start-ups?"

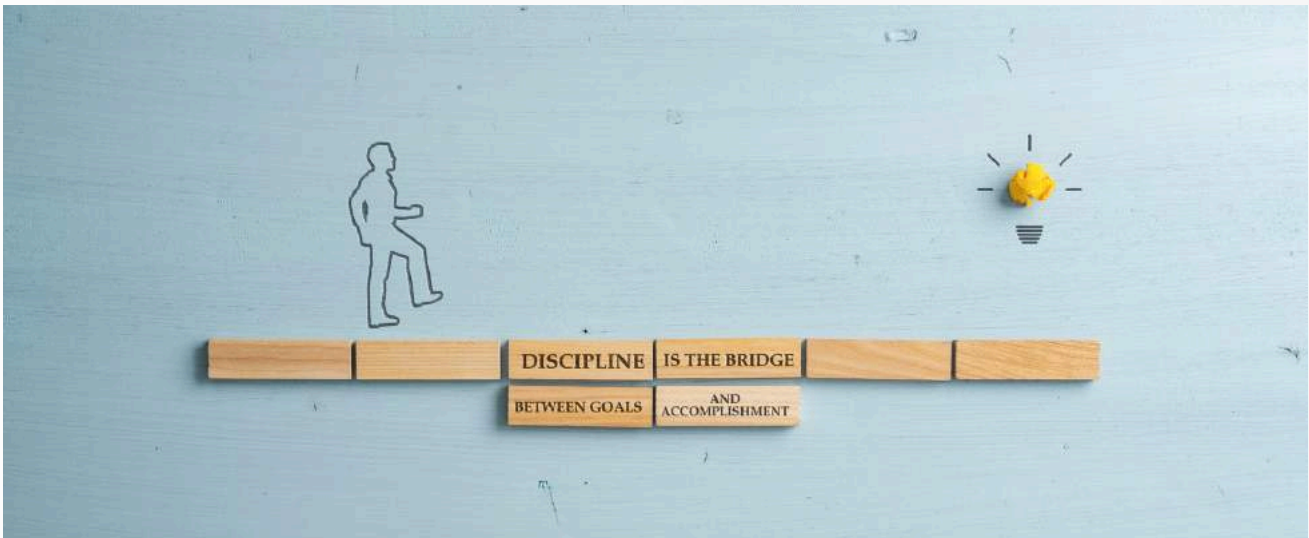




# Not Quantifying your Accomplishments

## WHY is it a mistake?

When sifting through large amounts of information, like resumes or interview responses, people tend to remember numbers and statistics more easily. By quantifying your accomplishments, you help the interviewer clearly see the impact you've made.



## What is the right way to do it?

For instance,

- Did your project boost efficiency by a certain percentage?
- Did that challenging sale bring in an extra \$50,000 in revenue?
- Did your leadership drive a 90% increase in customer retention?

Always look for opportunities to quantify your achievements. It's perfectly acceptable to highlight your successes - after all, they want to understand how you can benefit their organization as well.



## **Wearing an Inappropriate Outfit**

### **WHY is it a mistake?**

Ten years ago, choosing interview attire was straightforward. But the era of the mandatory business suit is over. Wearing a full suit to a Google interview might hurt your chances of fitting in culturally.

Conversely, showing up in trainers and slacks at a traditional company like UBS Bank could result in a definite no.

So, how can you determine the best style for your interview?



### **What is the right way to do it?**

An essential part of showing you understand a company's culture is dressing appropriately for your interview. Start by exploring the company's website to get a feel for their tone. Do they appear serious and formal, trendy, or relaxed? Examine photos or media to see typical employee attire. Are they in business casual, suits, or casual wear? The company's LinkedIn profile can also offer insights. Additionally, websites like Glassdoor, Comparably, or Blind can provide more clues. If you're still unsure after your research, it's safest to go with business casual.



## Being Early or Late

### WHY is it a mistake?

Being on time shows you're dependable. Arriving late without a good reason can make you seem unreliable and rude. Conversely, showing up more than 15 minutes early might give the impression of desperation or having nothing better to do.



### What is the right way to do it?

Be there at least 5 minutes early, so you're calm and ready when the interviewer arrives.





## Ignoring the Receptionist

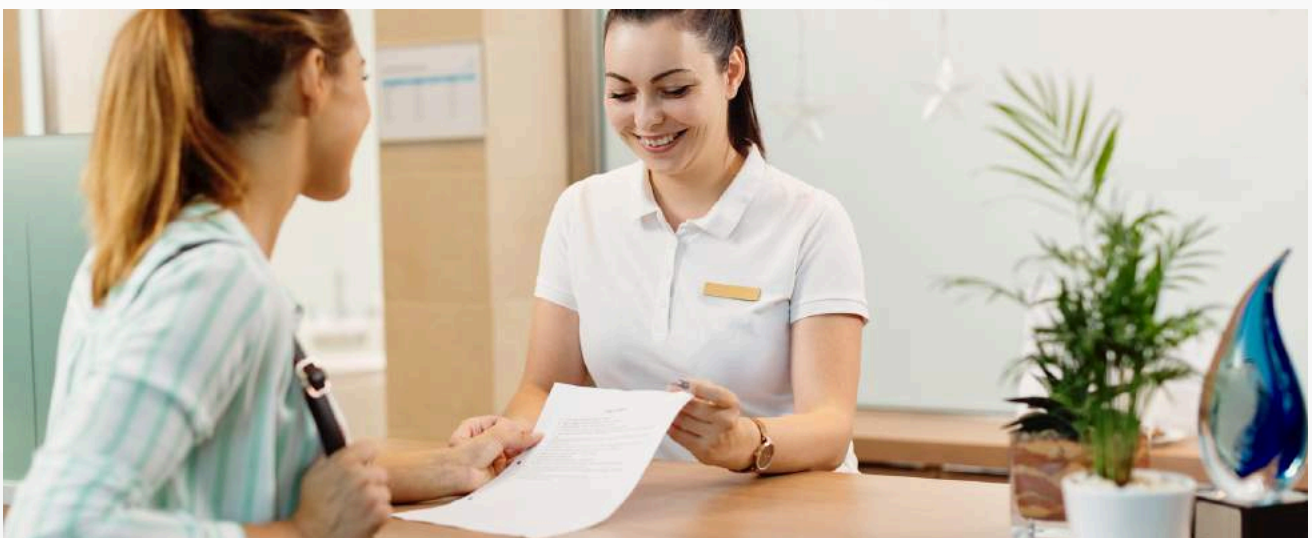
### WHY is it a mistake?

You'd be surprised how many interviewers still ask the receptionist or cleaner how you treated them.



### What is the right way to do it?

Simple: Whether or not the interviewer asks about your behaviour, greet everyone you meet with a smile and politeness. With any luck, they will be your future colleagues







## Answering (or Looking at) your Phone During the Interview

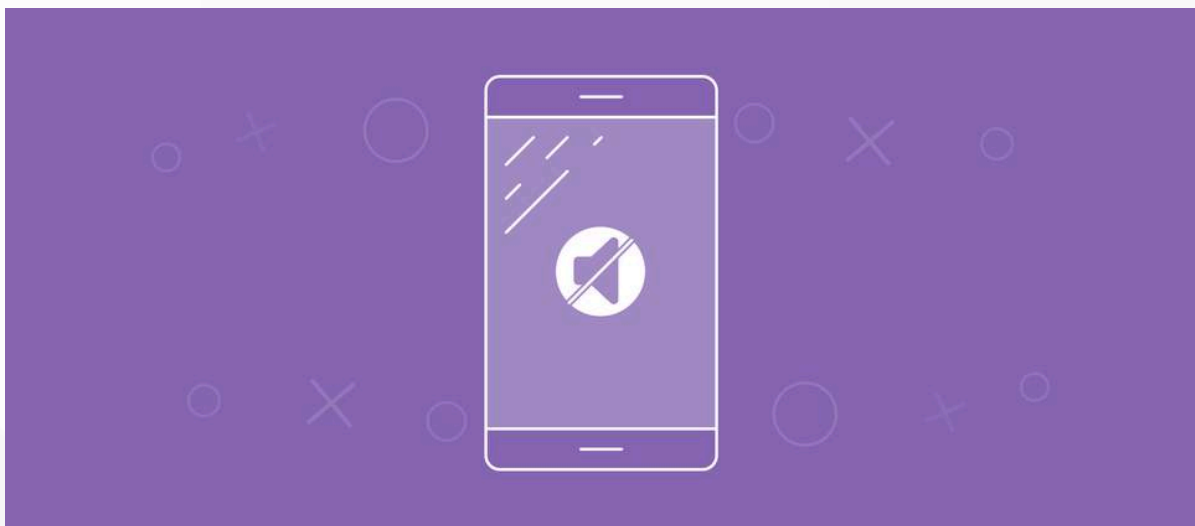
### WHY is it a mistake?

Avoid checking messages, taking calls, or glancing at the time during an interview. Doing so can make the interviewer think you're not genuinely interested in the job and might behave similarly in front of their clients or customers.



### What is the right way to do it?

Unless there's a critical reason, like you just become a father, your phone should be on silent or turned off during the interview. If you must keep it on, inform the interviewer beforehand to avoid seeming rude.





## Not having your Own Questions

### WHY is it a mistake?

At the end of the interview, you're likely to be asked if you have any questions. This is especially important for senior roles, as you're not just applying for a job—you're becoming a key part of their company's journey. Genuine interest leads us to ask insightful questions, deepening our understanding and showing our curiosity. This curiosity leaves a positive impression on the interviewer, who is seeking a colleague that fits well with the team and culture. Sadly, some candidates miss out on the next round simply because they couldn't think of a single question to ask.



### What is the right way to do it?

Before the interview, prepare 3-5 questions based on your research about the company and the role. Clarify anything that's unclear or dive deeper into specific aspects of the job. If something interesting comes up during the interview, follow up on it. You might ask questions like:

- What has the current (or previous) role holder done to excel in this position?
- Why is this position open?
- Can you describe a typical day in this role?
- What do the team members enjoy most about working here? What about you?





# Not Sending a Thank you Email

## WHY is it a mistake?

Remember, interviews are a two-way street, but it's courteous to thank the interviewer for their time at the end of the session. Following up with a written thank-you note is a thoughtful gesture. It only takes a few minutes to craft a brief but meaningful message, and it helps you stand out from other candidates who don't take the time to express their gratitude.

## What is the right way to do it?

Within 24 hours of the interview, preferably the same day, send a thank-you message. Email is usually the best medium, but a handwritten note might be more appreciated by some recruiters. Use your judgment to decide which format suits the person best. In your message, express your gratitude for their time and mention 1-2 interesting things you learned or would like to explore further. Here's an example thank-you note you can customize:

*Dear [Interviewer's Name],*

*Thank you for taking the time to meet with me today. I truly appreciated learning more about [Company Name] and the [Position Name] role. Our discussion about [specific topic or aspect of the role] was particularly enlightening, and I'm excited about the opportunity to contribute to [specific project or goal].*

*Thank you again for your time and consideration. I look forward to the possibility of joining your team.*

*Best regards,  
[Your Name]*

# CONCLUSION

Job hunting can feel like searching for that proverbial needle in a haystack. This concise guide to Job Hunting Mistakes is packed with tips and advice, highlighting common pitfalls to avoid. Some points might seem obvious, while others could surprise you.

With a well-defined strategy and a clear understanding of dos and don'ts, you'll discover quality job opportunities more quickly.

As Estee Lauder said, "I never dreamed about success. I worked for it." If you're looking to improve any aspect of your job search or career, Jobfindendubai.com offers a comprehensive 7-step program to support your journey.

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## THANK YOU

The rules of recruitment have changed, learn to play the game the right way. Stop appearing to them as the applicant in need of a job and become a solution provider who solves their needs.