

Here Are Some Great Ways To Nail A Job Interview

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Lisa Quast, a former Fortune 500 executive, has interviewed many job hopefuls, and she says that far too many applicants believe they can woo their interviewers, but forget the basics of successful interviewing.

She says it is important for an applicant to review the skills required of a job.

"...go through them one by one and show that you have them."

"It amazes me that people often show up for job interviews unprepared — without appropriate business attire and without a clean résumé," said Robin Friedman, New York City branch manager of the Creative Group, which recruits marketing and other professionals.

First impressions — how someone presents himself or herself, how prepared one is — are critical, Quast adds.

Applicants should avoid superfluous information in a résumé or interview. This includes complaining about previous employers. Another red flag, according to a recent poll, is the inappropriate use of telephones.

"Checking your smartphone isn't a smart move during a job interview," according to the Creative Group research. In fact, it says, it's the top way to blow your chances with a prospective employer.

Here are some other job interview tips from employment pros:

- Know where you're going
- Be sure you have the correct address and phone number.
- Have the correct spelling of the job interviewer's name
- Be sure to leave enough time to get to the job interview on time (15 minutes ahead of schedule is always optimal)
- Go to the bathroom before showing up.

Good luck on the job hunt! Any other tips you'd add to this list?

