

Interviews require common sense

By GREGORY BRESIGER

You worked weeks, or in some cases months, to land this job interview. Now don't make the mistakes of many job applicants.

"A lot of applicants think they will razzle-dazzle you, but forget about the basics," said Business consultant Lisa Quast, a former Fortune 500 executive who has interviewed many job hopefuls.

She also said it is important for an applicant to review the skills required of a job. "Then go through them one by one and show that you have them."

Quast is the author of "Secrets of a Hiring Manager Turned Career Coach: A Foolproof Guide to Getting the Job You Want Every Time." Still, many job hopefuls aren't listening, says another employment executive.

"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 some-

one presents himself or herself, how prepared one is — are critical, she adds.

"Job seekers should be doing everything they can to tip the scales in their favor, including paying attention to the smallest detail," added Diane Domeyer, executive director of the Creative Group.

Applicants should, Domeyer advised, 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
- Go to the bathroom before showing up.

