

Things to Avoid (Interview)

Travel & Overnight Stays:

Employers will always pay for travel and overnight expenses (air fare, hotel, meals, rental cars) incurred by candidates from out of town. A word of caution: Remain conservative with your expenditures.

Don't incur unusual expenses and don't splurge. Treat the employer's money with the same care as your own. Be frugal.

- Fly coach.
- Rent an economy car. Cover extra insurance through your own car insurance. Clear overnight stays with the employer ahead of time.
- Have meals in a moderate price range. Don't charge for an excessive number of meals. Buy the type of meal you would if you had to pay for with your own money. If your wife is with you, pay for her meals yourself unless you have been invited to charge them to the employer.
- There must be absolutely NO bar bill, except one drink or glass of wine with dinner. If you have an after-dinner drink at the bar, room service, mini-bar or movies, DO NOT charge them to the employer.

Do not speak ill:

No matter how disenchanted you are with your current or previous employer (s) do not make any disparaging remarks. There are no exceptions to this rule!

Don't take the bait:

Be aware of the question "Tell me about your weaknesses". Such a question MUST NEVER BE ANSWERED with a recitation of what you believe your "weak points" may be. We all have them, even the interviewer, but you have no business incriminating yourself and thus weakening your chances of being offered the position. Besides, you probably already have taken steps to improve areas that needed improvement. You might deal with the subject as follows:

- You should always acknowledge that we all have weaknesses, but then point out that you are good at what you do and have always received excellent performance review.
- Talk about self-improvement and coursework you have completed to become more effective at your job and overcome weaknesses. Talking about continuous self-improvement is not the same as "confessing" to a "weakness".
- Talk about something that could just as easily be a strength, rather than a weakness.

The point is that you NEVER, under ANY circumstances, become a witness against yourself. Prior to an interview, prepare in your mind an answer to such a question, and then stick with it.

No end-runs:

If you are working with one of our recruiting specialists, please DO NOT EVER, under any circumstances, directly contact any representative of the prospective employer without checking with us first. This holds true even if you have been invited to "call with any questions that you may have", and no matter how well you got along with the interviewer. The simple rule is:

DO NOT DO ANYTHING WITHOUT CLEARING IT WITH YOUR RECRUITER FIRST!