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| [Graphic: Top 10 Interview Mistakes] |  |
| (David Letterman) | Look everybody here's tonight's top ten list. |
| (Guy talking) | The number one mistake is answer your phone during an interview. |
| (Lady talking) | Probably having a tongue ring. |
| (Guy on the street talking) | Not knowing what job you are applying for. |
| (Lady on the street talking) | Don’t come into the interview eating. |
| (Lady talking) | Don’t show your tattoos and don’t say um and probably don't wear anything with cleavage. |
| [GRAPHIC: How Important is the Interview] |  |
| [Graphic:  Robert LaBombard  CEO  GradStaff, Inc.] | The interview of course is the opportunity to sell yourself. |
| [Graphic:  Nancy Schwartz,  GradStaff, Inc.] | If the candidate makes the wrong impression or a poor impression within the first few minutes, they could eliminate themselves from consideration just like that. |
| (Rachel Dahlberg, Recent Graduate) | I had to interview a lot to get my current job. So I probably I went on I say 15 interviews at least. |
| [Graphic: JOB INTERVIEWING MISTAKE #1: ARRIVING LATE]  (Robert) | Top ten mistakes we find candidates make in our experience are as follows. First arriving late. |
| (Robert) | It can show disrespect for the client, it can show lack of preparation or lack of interest in the position, |
| [Graphic: JOB INTERVIEWING MISTAKE #2: DRESS WRONG] | The next biggest pitfall they can make is to be dressed inappropriately for the interview, not in a business suit. |
| [Graphic: JOB INTERVIEWING MISTAKE #3: BAD MOUTH OTHER EMPLOYERS] | Talking negatively about prior supervisors, teachers, professors, coaches is the third major mistake. |
| [Graphic: JOB INTERVIEWING MISTAKE #4: APPEAR DISINTERESTED OR ARROGANT]  (Robert) | Fourth is appearing disinterested or even arrogant during the interview. |
| (Robert) | Those who have done well in school or very well in sports or theater they get inflated opinion of the value they are going to bring to the workplace. |
| [Graphic: JOB INTERVIEWING MISTAKE # 5: LACK OF RESEARCH]  (Nancy) | A lot of time candidates will come in and not have done the proper research. In today’s day and age that’s hard to do. There’s so much information that’s available on the internet. |
| (Nancy) | You should always review the company’s website. |
| [Graphic: JOB INTERVIEWING MISTAKE # 6: INSUFFICIENT ANSWERS NOT PREPARED] | The sixth mistake made in interviewing typically involves not being prepared and being able to demonstrate the skill sets that will be valuable to the workplace. |
| (Nancy) | I recommend a candidate that has the opportunity to do a mock interview in front of a video camera to do so. |
| [Graphic: Rongini Mukherjee, Recent Graduate] | Employers probably do appreciate you to actually think about what their asking about, take a second, and come out with a clear answer. |
| [Graphic: JOB INTERVIEWING MISTAKE #7: FAILURE TO ASK QUESTIONS]  (Robert) | The Seventh major mistake not doing preparation required to come up with questions. |
| (Robert) | Those questions should not involve how long is my lunch break ones. They should be meaty questions. |
| (Robert) | For example ask what might my typical day look like in my first year from the interviewers answer that you will learn a lot about the position and what to expect. |
| [Graphic: JOB INTERVIEWING MISTAKE # 8: TALKING TO MUCH]  (Robert) | Eighth major mistake is talking too much and not being focused in your responses to questions. |
| (*Interviewee talking really fast*) | College was really fun, it’s where I met my husband, my other husband, first husband, long story. Do you want to see a picture of him? oh ok. |
| (Nancy) | Talking too much can lead to giving away too much information often times personal which isn’t appropriate for job interview. |
| [Graphic: JOB INTERVIEWING MISTAKE #9: DISCUSSING SALARY TOO SOON]  (Bob) | Ninth is discussing compensation or salary too early in the interview before you have established your fit for the position and your qualifications. |
| (Nancy) | An indication to your interviewer that you are not paying a lot of attention to the content of the job or that you’re paying more attention to the reward. |
| [Graphic: JOB INTERVIEWING MISTAKE #10: NOT FOLLOWING UP]  (Bob) | And the tenth major mistake is the failure to follow up properly after the interview. |
| (Rachel) | Then send a thank you note or an email, I prefer handwritten. |
| (Rongini) | To let them know you remember specific things from the interview and that you appreciate their time. |
| (Nancy) | Failure to do that may result in prospective employer thinking you have lost interest in the positions. |
| (David Letterman) | For God's sake what? |
| (Nancy) | This is often your one shot so take it seriously. |