

**Here is a list of the 10 things you must never, never say during an interview.**

1. **What is the salary?** - It is up to the interviewer to raise the topic of salary. Let them tell you how much it pays.
2. **What does the company do?** - This shows that you have no particular interest in this company but would accept any job just to receive a salary. You will not get the job.

3. **Do not use slang or modern idioms and make certain that you use correct grammar** - This is a formal professional conversation and you are showing what a professional you are - don't make the interviewer have to guess what you are talking about.



4. **The interviewer wants to know what you can do for the company so don't start asking questions about what the company can do for you.** - This makes you appear selfish and that you feel that you are doing the company a favour by giving them the possibility of employing you

5. **Never, never swear or use bad language** - It indicates that you may well swear at a client or other staff if you can't avoid swearing in a job interview.

6. **Don't refer to people as stereotypes** - Don't refer to any general group using derogatory words terms or phrases. This would show that you cannot work with certain types of people as team member and therefore may not fit in to the company.

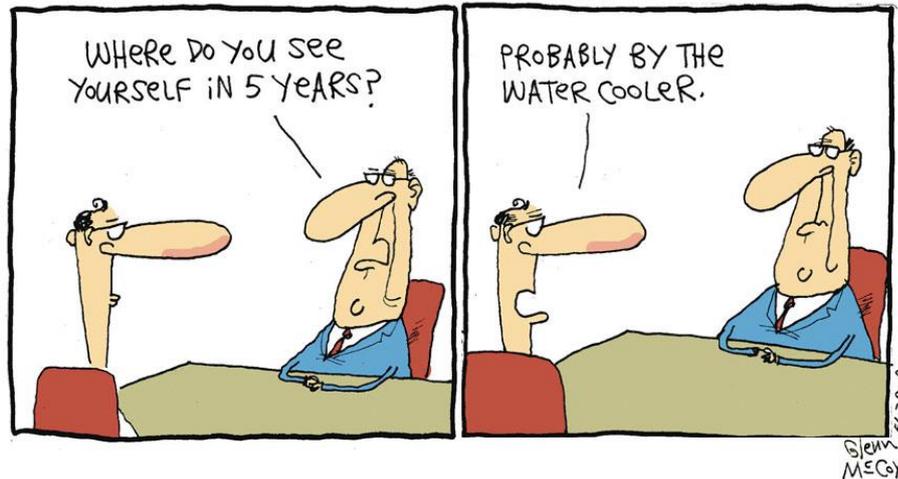


**SNOWMAN AT A JOB INTERVIEW.**

7. **Never criticise your former employers or talk in detail about problems you had at another company** - If there was a problem, then refer to it very, very

briefly as a difficulty with personalities/work practices and then move on to talk about a different topic and the future.

8. If asked, '**Do you have any questions**'? Do not say, 'No', or 'I think that covers everything'. - have some questions prepared. Failing to ask questions tells the interviewer that you are not interested in the company, or in your future career.



9. If asked, '**Do you have any weaknesses**'? Do not say 'No'. The interviewer will think that you are either very arrogant or that you are lying. – Refer, instead, to what is called a positive weakness. E.g. 'I don't like to waste time on making polite telephone conversation'. This shows that you want to get on with your work and is regarded as a positive weakness. Have some of these answers ready for the interview before you arrive.



10. If asked, '**tell me about yourself**'? Do not launch into your life history and ramble on for 10 minutes about everything you feel important that has happened to you. - The interviewer really just wants to know a little about your personality and the biggest achievements in your life. Don't dwell on any one point. Let the interviewer ask you about it if they are interested by it.