



## Screening yourself out of the Job

Are you continuously asking yourself why you are not being called back for a second meeting? It might be time to consider whether you are screening yourself right out of the opportunities you are most interested in.

### Are you Overselling Yourself into the Role?

Many candidates try too hard to impress the interviewer and resort to bragging or acting aggressively during an interview. Although you should be proud of your accomplishments and discuss your achievements in detail, ensure you are not diminishing the contribution of others or team successes. Don't undersell other areas of yourself (ie: I have little experience in....but a lot in....) Never use negative terms to describe your skills or accomplishments.

### What is your Body Language saying?

It is easy to create a negative impression without even realizing that you are doing it. Are you staring at your feet, looking out the window or talking to the interviewer's shoulder? Be aware of what your actions say about you and how interested you are in the meeting and the opportunity!

### Lack of Honesty

The slightest stretching of the truth may result in you being screened out. Be sure your resume, references and accomplishment are 100% accurate and not stretching reality at all.

### Negative Attitude

The interview is not an opportunity for you to complain about your current role, manager, company or life opportunities. Many candidates make the mistake of pointing out the negative aspects of their current roles which is a huge mistake. Do not introduce any negativity into the interview process as this is the easiest way to screen yourself out of the job.

### Lack of Preparation

The interview process gives you an opportunity to discuss your career aspirations. Knowing about the company you are interviewing at is an important step to success. You need to know about the organization and industry if you want to be successful.

### Lack of Enthusiasm

Being positive and upbeat during the interview process is the key to success. If you are not enthusiastic about the opportunity then do yourself and the interviewer a favour and decline the meeting. Be Positive, Enthusiastic and Honest.