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TOP FIVE INTERVIEWING MISTAKES

1. Not dressing appropriately

Whether you are interviewing for a Manufacturing position or a CFO position, you must dress to impress. The interviewer makes his or her first judgment based on how you look and what you are wearing. Even if the work environment is casual, it's always important to dress professionally for a job interview. Some suggestions for men are to wear slacks and a dress shirt; never wear jeans! Some suggestions for women are to wear dress slacks or a suit skirt knee length or long, conservative blouse and shoes, and light makeup/ perfume/ jewelry.

2. Not asking any questions

Not having any questions prepared sends the message that you do not have an independent thought process. You might want to ask questions that you were not able to find the answers to on their website. Asking questions will show that you did do research on the company and are prepared for the interview. Examples of good questions to ask include: *"What are the day-to-day responsibilities of this job?"* or *"How would you describe the ideal candidate?"*; *"What is the working environment like?"*

3. Answering "I don't know" when asked a question

In any interview, there may be questions regarding experience that you don't have. However, instead of saying "I don't know," you might want to say, "I don't have that exact experience but I have..." then talk about something similar or relevant that you do have experience with. You want to demonstrate all the skills/experiences you do have and not what you don't have.

4. Arriving late

Arriving late shows disrespect, it wastes the interviewer's time, and it will not help you make a good impression. Always leave early to avoid unexpected delays. Research how long it will take to get there and do a test run prior to the interview if possible. It is better to be 30 minutes early than to be five minutes late.

5. Talking about your personal life

The interviewer might ask about your personal interests, but this is not a chance for you to ramble about personal issues or tell stories. Detail about your personal life is inappropriate during an interview. Employers want to learn about your strengths and skills as it relates to the job. Talking about things that are irrelevant to the job wastes your time as well as the interviewer's time. When asked about personal interests, be brief and professional in your response, i.e., "I enjoy reading and playing tennis."

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