

14. Acting like a "know it all."  
**Let the interviewer direct the conversation. However, don't be afraid to ask questions about things that you really need to know.**
15. Late to interview without good reason.  
**Be on time for your interview. This shows you are interested in the job and that you feel being on time is important. If you are going to be late, call the interviewer.**

**Maryland One-Stop Career Center programs help you to find the job you want at no cost to you.**

For the location of the Maryland One-Stop Career Center near you and other job search assistance, visit the Maryland Workforce Exchange web site at:  
**[www.mwejobs.com](http://www.mwejobs.com)**

You can also call the Division of Workforce Development at the Department of Labor, Licensing and Regulation at:  
**410-767-2173**

**TTY users, call via the Maryland Relay Service.**

The Maryland Department of Labor, Licensing and Regulation is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.



# 15

## Reasons Why Job Seekers Are Not Hired (And How to Avoid Them)



DEPARTMENT OF LABOR, LICENSING AND REGULATION

Martin O' Malley, Governor  
Anthony G. Brown, Lt. Governor

## 15 Reasons Why Job Seekers Are Not Hired (and How to Avoid Them)

1. Poor attitude.  
**Be cheerful and polite. Give a firm handshake.**
2. Vague job goals: Has an "I need a job, any job" attitude.  
**Have specific job goals and state them clearly. Show what you can bring to the company and not what they can do for you.**
3. Poor communication skills.  
**Use proper grammar and good diction. Maintain good eye contact. Never say anything negative about a former employer or co-worker.**
4. Not attentive in an interview--obvious disinterest in job and lack of enthusiasm.  
**Be enthusiastic, cooperative, and responsive to questions.**
5. Unkempt appearance--inappropriate dress for the interview.  
**Be well groomed and suitably dressed.**
6. Application not completed correctly--sloppy.  
**Read the application first, follow instructions, and write neatly. Take a written copy of your work history and references to use as a guide.**
7. Lack of preparation for the interview.  
**Learn something about the company, have a specific job or jobs in mind, and be prepared to answer questions about your work history, education, interests, and talents.**
8. Lack of employment and personal references.  
**Return to your former employer and get written references from supervisors and co-workers.**
9. No reasonable explanation for gaps in employment. Poor work history--"job hopping." Quitting a job without notice.  
**Be honest, but be prepared to explain any employment gaps. For instance, you may have produced your own income by providing some personal service to others.**
10. No telephone.  
**Have a clear plan how an employer could reach you. For instance, before going to the interview you could ask a family member or neighbor if they would be willing to help you by acting as a point of contact for the employer.**
11. No transportation. (No alternative means of getting to work.)  
**Plan ahead about how you could commute (perhaps contact public transportation) to show the employer you could be responsible for getting to work regularly.**
12. Bad driving record (good record required for certain jobs).  
**Find out the minimum requirements for the job to be sure that you are qualified. If you have a poor driving record, do not apply for jobs that require a good driving record.**
13. Lack of job qualifications (medical assistant applies when nurses are needed).  
**Apply for jobs for which you clearly have the education, training, and knowledge. If you are not qualified for a job, have a plan for acquiring the necessary skills.**