

Job Applicants' Top 5 Mistakes

There have been sufficient interactions between our office and jobseekers to be concerned about the numerous mistakes that are made, impeding their bid for selection. Whether the oversight is large or small, in today's competitive job market, no mistake is negligible. This week, we attempt to have you avoid committing blunders that can be detrimental to your employment aspirations by highlighting, what have become, common mistakes among jobseekers.

1. Not following instructions – It is the job applicant's responsibility to ensure instructions provided by the employer are followed to the tee. Very often, submitting an application in your own way rather than as stipulated is an activity in self-elimination.
2. Submitting documents with errors – There are few things that shout 'UNPROFESSIONAL' as loudly as application documents that contain grammatical, punctuation and other errors.
3. Not completing the application process – Some processes are not as simple as submitting a cover letter and résumé. Again, pay attention to instructions.
4. Sending documents with the wrong addressee – Check your documents before sending. How often we have come across applications addressed not just to the wrong individual, but even to the wrong company. How embarrassing.
5. Not recording name and number of interviewer – When you have progressed to the point of being invited to interview, always take the name and number of the person who contacts you with details of your appointment. It is vital that you know who to contact should there be some circumstance that requires instant communication with the employer.

