<table>
<thead>
<tr>
<th>Common Pitfall</th>
<th>Why it’s a Mistake</th>
<th>Advice to Avoid the Pitfall</th>
</tr>
</thead>
</table>
| Speaking too fast                                 | • Hard for the interviewer to follow you  
• Can make you appear nervous             | • Speak clearly and at a pace that’s easy to follow             |
| Sounding scripted & reciting a prepared story / answer | • Signals that you are not fully present / listening  
• Does not demonstrate independent thinking | • Listen carefully  
• Answer the question asked                                                                 |
| Being monotone, lacking passion, and seeming afraid to show your personality | • Sends signal that you are not interested in the role  
• Employers want to work with people who are passionate about the work and will contribute ideas  
• Interviewer wants to gain a sense of who you are to know if you’re a fit for the role and team | • Show enthusiasm & energy  
• Body language (lean in, smile)  
• Be your (professional) self                                                                 |
| Not asking the interviewer any questions at the end (if asked) | • Sends signal that you are not interested in the role  
• May suggest that you think you know everything | • Brainstorm thoughtful questions in advance to ask             |
| Forgetting names of people you’ve met & networked with | • Missed opportunity to share that you networked with people at the company | • Write down your list of company contacts in advance             |
| Being negative (about past experiences or firms)   | • Makes interviewer question if you might speak negatively about their company | • Stay positive  
• Focus on what you like and want                                                                 |