

Non-Verbals and Body Language

Non-verbals and body language are sometimes the toughest to control in the interview. How you present yourself is just as important as what you say. Many interviews fail because of lack of proper communication. Be aware of your body language and the signals you are sending. Be aware of the interviewer's body language, too. Above all, remember to give a real smile.

Non-Verbals

Eye Contact

- Looking away shows lack of interest or a short attention span
- Failing to maintain eye contact shows a lack of confidence or that you are lying

Facial Expressions

- Carry a warm smile
- Eliminate any negative overall characteristics that might exist, then add a smile

Posture

- Posture sends out a signal of your confidence
- Stand tall, walk tall, sit tall
- Move gracefully, but decisively

Gestures

- Should be very limited during the interview
- May come off as theatrical
- When you do use gestures, make sure they are natural and meaningful

Space

- Recognize the boundaries of your personal space and that of others (30-36 inches)
- If someone invades your space, hang in there, take a deep breath, and stand your ground

Handshake

- Firm, two shakes
- People can tell a lot from your grip
- Don't cringe if the interviewer squeezes too hard

Body Language

Openness and Warmth

- Open-lipped smiling
- Open hands with palms visible
- Unbuttoning coat upon being seated

Confidence

- Leaning forward in the chair -- shows you are listening and that you are interested in what is being said
- Chin up
- Putting tips of fingers of one hand against the tips of the other hand
- Hands joined behind back when standing

Nervousness

- Whistling
- Pinching skin
- Fidgeting
- Clearing throat
- Running fingers through hair
- Biting fingernails
- Wringing hands

Untrustworthy or Defensive

- Frowning
- Squinting eyes
- Arms crossed in front of chest
- Touching nose or face
- Looking down when speaking
- Rubbing back of neck
- Clasping hands behind head while leaning back in chair