

DURING THE INTERVIEW

Verbal & Non-verbal Communication

Hand Shake

The hand shake is your first interaction with an interviewer. It is as important as being dressed appropriately for an interview. No knuckle crushers and no wimpy handshakes!

Active Listening

Body language can show that you are interested and truly listening.

Posture

Sit up straight during your interview.

Be Relaxed

Do not slouch or sit too stiffly.

Eye Contact

Maintain friendly and attentive eye contact without a glassy stare. Do not let your eyes wander. When there is more than one interviewer, establish eye contact with everyone.

Facial Expression

Make sure your facial expressions match what you are saying. Relax and smile often.

Gestures

Be careful not to tap nervously or jiggle.

The 3 “C”s

Appear calm, cool, and confident! Don't act or appear desperate.

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Negative Talk

Never talk negatively about your past employers, professors, classmates, or yourself. Stay positive even when describing your shortcomings.

Talking too Much

Don't ramble, or you may talk yourself out of the position. You are there to get information as much as you are to give it.

Tone of Voice

Inflection and volume are important. Speak in a clear, well-modulated, audible voice. Rapid speech and loud volume show your nervousness.

Non-words

Eliminate non-words such as "you know," "um," "like," and "OK." Good grammar and well-articulated speech are crucial!

Pace Yourself

Take your time when answering questions.

Be Proactive

Don't hesitate to ask the interviewer when the organization will make a hiring decision.

Follow Up

Ask for a business card from all interviewers so you have their contact information for thank you notes.