



Handling Stress In An Interview

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## Your Notes

How to Handle Stress in an Interview

Agenda

i) Things to do while appearing for an interview

ii) How to handle stress in an interview

iii) What to do when things go wrong

iv) Different ways to keep in touch with the company after interview

1) Things to do while appearing for an interview

Body Language (Eye contact, Smile, Handshake, Posture)

Networking updates

Focus

Authenticity

Questions to ask toward the end of the interview

Questions about the next step

2) How to handle stress in an interview

Bring a notebook with you and write down the question you want to ask the employer

Repeat the question that is asked to you

Breathe

Laugh

Consider that you too are trying to evaluate if the job is a good fit for you

### 3) When things go wrong in an Interview?

If you forget to turn your cell phone Off and it rings.

If you are late, call in advance to notify the interviewer and ask if the interview can proceed.  
Apologize when the interview takes place.

If you have a wardrobe malfunction a popped button, a run in your stockings, or you spilled coffee on your clothing - a little humor might help.

If you went on a tangent and did not answer the question directly, check to make sure you are on track or ask that the question be repeated.

### 4) Different ways to keep in touch

Thank the company's representative for either the interview or the update.

Give a results update.

Send holiday greetings (throughout the year).

Share an article about the company or about a common interest.

Express Congratulations on positive news about the representative's career or the company