

QUICK TIPS

Whether done consciously or subconsciously, body language communicates a great deal. The more natural you appear at interview, the better. Other recommendations are to maintain good posture and eye contact. Interviewers pick up on these matters.

That said, don't stress yourself about body language matters... Consider them beforehand and practice if necessary. At interview concentrate on more critical matters - such as what you're being asked.

Eye Contact

Maintain good eye contact with the people you are meeting. However, don't go over the top and end up glaring at them. Avoid looking down, up, or to the side of people you are talking to. That, at best, suggests lack of confidence. Look at them in the eye in a friendly manner.

It is okay to look away for a few seconds especially when you may need to think about a response to a tough question. If you feel uncomfortable holding eye contact with people, look at the forehead.

Posture

Maintain proper posture throughout the interview. Slouching and leaning down in your chair reflects laziness, lack of interest, and a lack of confidence. Being too rigid and tense will convey inflexibility and nervousness. Be comfortable.

Be careful not to create defensive barriers between yourself and the interviewer(s). Don't lean on the interviewer's desk or otherwise invade their personal space.

Gestures

Raising your eyebrows at something interesting or exciting and using your hands to express a point and relay a story, all add to your presentation. However, don't overdo gestures.

Mirroring

Notice the interviewer's tone of voice, be guided by pitch, speed and volume. If they speak slowly and softly don't communicate in a loud and rapid way. This will only overwhelm them.