

Strategies for Interviewing Success

Body Language

- **Dress for Success.**
 - If you don't plan on getting a special "interview outfit", be sure to consider what your clothing will say about you.
- **Stand/Sit up straight.**
 - You can rest your hands or arms on a surface occasionally, but don't lean!
- **Make eye contact.**
- **Speak up.**
 - Use a confident, projected voice.
- **Try not to fidget.**
 - If you always need to be moving, figure out a way to do it unobtrusively.

Active Listening

- Make eye contact
- Paraphrase/Summarize
- Ask for clarification
- Check for understanding
- Identify your listening blocks: distractions, daydreaming, etc.

Plan Your Response AFTER They Finish Talking

- Stay in the moment so you can pay attention to their message.
- Taking a moment to gather your thoughts to plan a concise, coherent answer is a sign of maturity.

Stay Focused

- Keep it short and sweet--don't get lost in your story.
- Give clear, specific details focused on the information they're looking for.

Be Honest!

- You should earn the job on your own merits. Pretending to be someone else so you get the job doesn't bode well for the future.
- Remember that not every position is a good fit for you. Hard to believe, but true!

At the End of the Interview...

- Ask when they expect to be making their decision. This will give you an idea of when to follow up.
- Ask for their business card so you can thank them personally.
- Leave a positive impression! Even if you feel that it didn't go well, thank them for the opportunity and leave as confidently as you came in.