

NONVERBAL COMMUNICATION TIPS FOR AN INTERVIEW

Attire & Grooming:

- Dress in conservative business attire.
- Keep hairstyle, makeup, and fragrances to a bare minimum.
- Hide any body piercings and tattoos.
- Be clean.

Facial Expressions:

- Smile warmly.
- Show your enthusiasm through your face.

Handshake:

- Dry your palms beforehand.
- Use a firm grasp.
- Avoid a limp, weak hand.

Hand Gestures:

- Keep hand movements small and contained.
- Hold a pen if you get carried away with gestures.

Regulators:

- Do not tap, leg shake, drum, fidget, twirl, or play with your hands.
- To avoid sweating profusely, bring a handkerchief.

Vocalics:

- Use a full voice and project strongly to portray confidence.
- Avoid verbal tics like ah, um, like, you know. Replace them with silence to sound more professional.
- End responses definitively without trailing off with your voice.
- Avoid an upward reflection at the end of your sentences.
- Avoid using cliches and symbolic language. Say what you mean.