



Interviewing 101: Non-Verbal Skills

There are several nonverbal communication skills are very important for impressing interviewers:

- Greet the interviewer with a firm handshake, but don't try to crush the person's hand. A firm handshake evokes strength and enthusiasm.
- During the interview, maintain steady eye contact with the interviewer.
- Sit up straight and be attentive to what the interviewer is saying.
- Dress in proper business attire.
- Use positive facial expressions.
- Show your eagerness to hear back for the interviewer and let him/her know you are thankful for this interview opportunity.

You should definitely let an interviewer lead the interview, but it is entirely appropriate for you to ask questions during a job interview.

Here are a few questions to ask during a job interview:

- What opportunities would I have for advancement?
- What would be my approximate starting salary and is there a benefits package?
- How will my progress be evaluated, and how frequently will I have a job evaluation?
- What are the current goals for the department, and what would be the expectations for my role?
- Do you have any additional questions or concerns about my qualifications that I could address during this interview?
- How will the rest of the job search process proceed?

Here are several basic facts that you should collect before going to a job interview:

- Names, titles, and backgrounds of key people in the organization.
- Major products or services provided by the company.
- Volume of business (revenue and profit).
- Number of employees.
- Other office locations.
- Structure of the company.
- Names and strengths/weaknesses of major competitors.
- Facility reputation in the marketplace.
- Latest news about the company or news that could affect the company.
- Awards.
- Community involvement.

There are several items that you should bring to a job interview:

- A briefcase (to look professional and to carry things easily).
- Pen and paper.
- Extra copies of your resume.
- Work samples (if appropriate).
- List of references.
- Don't assume that sending something later will be acceptable.

Proper Interview Attire:

Formal business attire is almost always preferred for an job interview. Regardless of whether employees wear formal attire at the prospective workplace, you should dress to impress and show respect to your potential employer. It's more likely that you'll be looked down upon at for under dressing, not overdressing.

Avoid wearing large pieces of jewelry or heavy makeup to a job interview. These may distract the interviewer and, thus, detract from your performance during the interview. You should also avoid wearing cologne or perfume to a job interview. The interviewer may not only find the odor to be distracting or offensive, but may also be allergic to the ingredients.