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## **Interview Success Overview**

### **Hand Shake**

When you meet someone in a business environment, standard protocol is to extend your right hand and give a full, firm – but not crushing – handshake. A limp handshake, or the slight squeeze of the other person’s hand without fully grasping it, sets off alarm bells in an interviewer’s mind.

### **Body language**

According to a presentation from mindqjobs.com, body language shows whether you are insecure or self-assured, speaking truthfully, enthusiastic, take your work seriously and more. It is important to walk fully upright with your shoulders squared and with a smile on your face. Neither lean back in your chair, nor bend intently over table in front of you. No matter how nervous you feel, take a deep breath and smile!

### **Eye contact**

Are you the kind of person who looks someone right in the eye, projecting strength and interest? Or do you tend to look down or through a window away into the distance? Do you point your head away from the person with whom you are speaking? Some people find it incredibly hard to look people straight in the eyes, and if this describes you, you need to practice, practice and practice until you feel more comfortable.

### **Posture**

As you sit in your chair, do you have that deer-in-the-headlights look on your face? Are your hands shaking, or are beads of sweat rolling down your forehead? Are you shifting your position frequently?

Or do you hold yourself in such a way as to demonstrate a sense of balance and self-control? Your posture and overall bearing demonstrate if you are the kind of person who can handle pressure without showing it. Rare is the job that doesn't have some amount of stress related to it, and employers continually seek people who will be able to cope with it successfully.

## **Being Credible**

Gaining credibility depends on far more than simply demonstrating technical knowledge and competence.

Management consultant Bette Price explains the results obtained by researchers at the University of Houston who explored why some people are more believable than others. They found that among the traits that help demonstrate believability are composure under pressure, the ability to convey genuine warmth and caring for people and your sociability. All that includes your social skills, etiquette and conversational appropriateness.

When it comes down to it, if you demonstrate yourself to be comfortable in your own skin and sincerely concerned about the needs of an employer before your own, and you project a friendly but professional tone, you pave the way for your thoughts and expertise to be taken seriously. You take the first step to showing yourself to be the kind of person with whom people want to build professional relationships.

## **Interview Success Q & A**

### **Q - What mistakes do job seekers typically make in an interview?**

In this national survey of more than 2,000 hiring managers the top 4 mistakes that people make are:

1. Appearing disinterested and uninformed about the company
2. Dressing inappropriately
3. Appearing arrogant and giving too much personal information
4. Answering a cell phone or texting during the interview

### **Q – What should people do to make a good first impression on an interviewer?**

A person's body language is important and what they do and say in the first 5 minutes. People need to:

- Make eye contact with the interviewer immediately and while talking 2. Smile and have confident posture to show confidence. 3. Immediately extend their hand to shake hands regardless the interviewers' gender. Give a firm hand shake!! 4. Make polite conversation and small talk until they begin the real interview. Be prepared with questions but nothing too personal.

**Q – What other things should people consider during an interview?**

1. Leave their cell phone in the car, and if they want to take notes, bring a tablet or nice-looking pad of paper and tell the interviewer what you are doing. Have your questions written down.
2. Make sure you look appropriate for the interview. Suit for corporate job, business casual for all others. Neatness counts!
3. Be polite and watch yourself from the moment you drive into the parking lot. You never know who is evaluating you and who will give feedback to interviewer.
4. Send interviewer a thank you note. Best is a hand-written note, but an email is okay if it has to be there that day.

**Interview Success Tips**

**Preparation**

To make sure you're ready to give your best impression:

**Know the basics.**

Scour the company's Web site. Learn as much about the company as possible before you go in. You don't want to ask a basic question about the company that you should already know.

**Review your resume.**

The interviewers may use your resume to strike up a conversation with you. Review your resume so it's fresh in your mind when you interview.

**Practice some generic questions.** There are a few basic questions you can probably count on hearing: Why do you want to work here? Tell me about yourself? How can you contribute to this company? You don't need to memorize your answers but think them through ahead of time, so you'll have some ideas to discuss.

**Prepare some questions to ask.** Show your interest in the company by asking specific questions. Don't ask questions that can be answered by reading the website.

## **Interview Day**

When the big day comes, it's important to set yourself up for success. Dress appropriately by choosing a more conservative outfit, with a minimum of accessories, make-up, jewelry and cologne.

Make sure you know exactly where your interview is being held. Call in advance and ask for directions if you're unsure, and schedule enough time get there.

You should also plan to arrive about 15 minutes early. The extra time may come in handy if you encounter delays and arriving early will let you take a few moments to relax and prepare yourself mentally.

Leave your cell phone in the car or turn it OFF and leave it out of sight! If you want to take notes, bring a tablet or nice pad of paper.

Once you get in the interview room, introduce yourself and greet the interviewers with a FIRM handshake and smile. A person's body language is important and what they do and say in the first 5 minutes. People need to:

1. Make eye contact with the interviewer immediately and always when talking
2. Smile and have confident posture.
3. Firmly and immediately shake hands.
4. Make polite conversation and small talk.

Remember that this is a conversation, and that the interview wants to know about you. Be yourself and be honest in your answers. And to score points:

**Provide more than a “yes” or “no” answer.** Keep your answers as conversational as possible. Try to find specifics that back up your answers, so you'll be able to enter the conversation.

**Be positive.** Highlight the good things from your past and put a positive “spin” on your background. Remember that problems can be viewed as challenges.

## **Afterward**

Send a thank-you note shortly after the interview. The more interest you show in them and their company, the more interest they may show in you.

Relax, prepare and get ready to enter into a great conversation with your interviewer. Take advantage of the chance to get to know your prospective company a little better.