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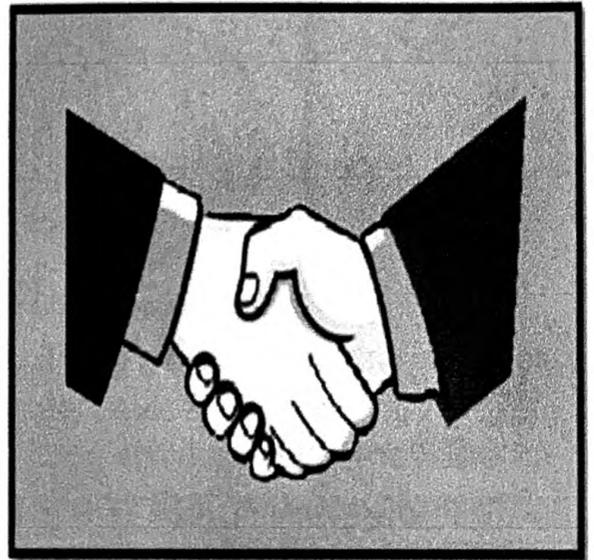
58

The Job Interview

PRACTICE, PRACTICE, PRACTICE

After you have prepared the responses, step three is the “practice faze.” Practice answering interview questions by yourself and then practice with a friend or family member. You will want to become comfortable with the questions and make sure to answer them with complete sentences. However, as mentioned, there is more to a job interview than answering questions. It is also essential to practice key non-verbal communication skills that will be evaluated in an interview.

First impressions do matter. Over 30 percent of employers know within 90 seconds if they are going to hire someone. Therefore, it wise to start off with mastering the introduction and handshake. When you introduce yourself, you will need to firmly shake the manager’s hand and give a warm greeting, while maintaining eye contact. The right handshake is critical and should be practiced until perfected. A proper handshake and introduction sends the message of professionalism and confidence to the interviewer.

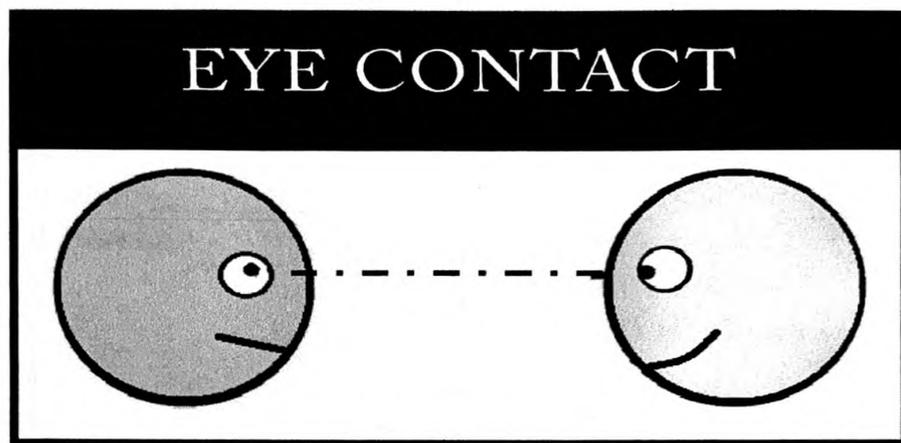


The second key non-verbal communication skill that you will need to be aware of and practice is good posture. When you take a seat, you will need to make sure to sit up straight and keep good posture throughout the meeting. Also, be aware of your hands, don’t place them in your pockets, don’t tap the desk, or run your hands through your hair. If you have a good posture and are in control your hands, you are sending the message that you are confident, serious, and disciplined.

Answer each question with a complete sentence on a separate piece of paper.

1. After you have practiced the interview questions with yourself, what should you do next?
2. Besides practicing answering the questions, what else is it essential to practice?
3. Why is the first impression important in an interview?
4. What behavior, should you start off mastering?
5. When you introduce yourself at an interview, how should it be done?
6. What message does a proper handshake and introduction send?
7. How should you sit during an interview?
8. What message does good posture send to the interviewer?

Eye contact during an interview is another important non-verbal communication skill that should be mastered. Close to 70 percent of employers, say that poor eye contact is a serious mistake made by interviewees. Proper eye contact shows that you are listening, confident, and trustworthy. However, you do need to be careful not to stare, which could make the person uncomfortable. Healthy eye contact is when a person maintains natural and friendly eye contact, taking brief breaks but reconnecting throughout the conversation.



Working on your tone is also important because it is a method in how we send messages. Tone is based on how we say something and includes inflection of your voice and facial expressions. Tone reveals our emotions and how we feel. For instance, tone can tell someone that you are pleasant, angry, scared, happy, nervous, and confident. For the right tone to be sent, you must believe in yourself, and display confidence.

After you have practiced with a friend or family member and feel confident with answering the 10 questions and showing good non-verbal communication, you will want to have a trusted professional interview you. Preferably someone you don't know well, but is respected. Challenging yourself will only make you a better interviewee. And it is practice, practice, and more practice that will ensure that you are successful at an interview.

9. What percent of employers say poor eye contact is a serious mistake made by people that interview?
10. What does proper eye contact show in an interview?
11. What should you be careful not to do with eye contact?
12. What is tone a method of?
13. What does tone reveal about us?
14. For you to have right tone in an interview, what do you need to do?
15. What will ensure that you have a successful interview?

Assessment

The Job Interview

Practice, Practice, Practice

Name _____

Per. _____ Date: _____

1. When you introduce yourself at an interview, it is important to

- a. firmly shake the manager's hand.
- b. give a warm greeting.
- c. maintain eye contact.
- d. All of the above.

2. During an interview, thirty percent of employers know within _____ they are going to hire someone.

- a. 5 minutes
- b. 3 minutes
- c. 90 seconds
- d. 5 seconds

3. A good posture sends a message of

- a. confidence.
- b. seriousness.
- c. disciplined.
- d. All of the above.

4. During an interview our tone

- a. should be low.
- b. can reveal our emotions and how we feel.
- c. can easily be disguised.
- d. None of the above.

5. Proper eye contact shows that you are

- a. listening.
- b. confident.
- c. trustworthy.
- d. All of the above.

6. For the right tone to be sent, you must

- a. believe in yourself.
- b. be angry.
- c. believe that you are better than everyone.
- d. All of the above.

True or False

7. _____ There is more to a job interview than answering questions. It is also essential to practice key non-verbal communication skills that will be evaluated in an interview

8. _____ Only 20 percent of employers, say that poor eye contact is a serious mistake made by interviewees.

9. _____ A proper handshake and introduction sends the message of professionalism and confidence to the interviewer.

10. What are four emotions our tone can show someone?

- 1.
- 2.
- 3.
- 4.