

# *Essential Tips*

*courtesy of CEC-JPC*

## *During an Interview (Part 2)*

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# #1: Stay on Track

- **Remember important information**
  - All information in your **cover letter, resume, and application form** should be memorised by heart.
- **Be focused when giving information**
  - **'Stay'** on the **given topic** and only share essential information.
  - Do not dodge questions, even if they are negative ones.

"Be selective when sharing information."

"Remember to K.I.S.S – Keep It Short & Simple."



# #2: Be Aware of Your Body Language

- **Non-verbal communication speaks louder than verbal communication**
- **'Lock' yourself in the following:**
  - **Do's:** Sit appropriately and in an upright position, especially if you are wearing a skirt, put hands on your lap, have appropriate eye contact, and smile.
  - **Don'ts:** Do not bite your nails, shake your leg, check the time, slouch on the chair, tap your feet, use exaggerated gestures, grind your teeth, lick or bite your lips.

"Your gestures, body positions and movements should all be in check."





# #3: Let Your Achievements do the Talking

- **Provide proof**
  - **Examples of your achievements** best illustrate and support your statements rather than just mentioning adjectives such as 'hardworking', 'passionate', 'studious', and 'teachable'.
- **Paint them a picture**
  - **Help them visualise** what you have done - your work and accomplishments
  - **Keep it short & simple.**

"Your actions speak louder than words."



## #4: Have Appropriate Eye Contact

- **Acknowledge their presence & stay focused**
  - **Maintaining eye contact** tells the interviewer that you are still on the same track with them.
  - **Avoid looking all over the place**, as it may seem as though you are distracted or uninterested in being there.
- **Have the right amount of eye contact**
  - **Do's:** Eye contact should be four – five seconds long; remember to blink normally, nod or shift your head from time to time.
  - **Don'ts:** Staring, gazing, winking or blinking excessively.

“Maintaining eye contact is a skill, and is vital in conversations.”





# #5: Ask Questions

- **Asking questions**
  - It is one of the few ways to show your employer that you are **interested in the position** you're interviewing for.
  - It **helps you know more about the company** - your potential working environment, and your job responsibilities.
- **Know what to ask**
  - Ask the **right questions** and it **may bring you one step closer to landing the job.**

"Asking the right questions takes as much skill as giving the right answers."

-Robert Half



*Tune in next week for more*

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