

TEXTE

Job Interview : Body Language that Sends the Right Message !

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Using appropriate interview body language in your job interview is essential to your success. Effective non-verbal communication techniques are as important as your verbal communication skills.

- 10 When - after a firm, solid handshake - the interviewer offers you a seat at the start of the job interview, sit upright but not too stiffly in your chair. This indicates that you are comfortable and feeling confident. Hunching down in your chair gives the impression of nervousness and low self-esteem.

- 15 If you are unsure of what to do with your hands, rest them loosely clasped in your lap or on the table in front of you. Having your hands above the neck, fiddling with your face or your hair, is unprofessional and conveys nervousness and anxiety. Folding your arms across your chest suggests a closed and defensive attitude. Be also aware of the interview body language message your legs are giving. Lots of leg movement is both distracting and indicates nervousness.

- 20 Looking constantly downwards makes you appear insincere or submissive. It is acceptable to look down if you are making notes or referring to information in front of you. However, if you are speaking, or the interviewer is asking you something, raise your head and make regular eye contact to show that you are actively involved.

- 25 Speaking in a clear and controlled voice conveys confidence. You should interact with the interviewer as an equal, not a subordinate. Ensure that your voice tone is not apologetic or defensive.

- 30 It is important to pay attention to the posture of your interviewer. You can establish rapport by adopting the same posture as the other person. This is called 'mirroring'. If they have adopted a more formal posture do the same until you see that the interviewer has relaxed and become less formal.

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